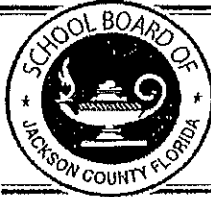


# THE SCHOOL BOARD OF JACKSON COUNTY



H. Larry Moore  
Superintendent of Schools

2903 Jefferson Street  
P.O. Box 5958  
Marianna, Florida 32447  
Telephone 850-482-1200  
Fax 850-482-1299

## Administrative Memorandum # 18-001

**DATE:** July 10, 2017

**TO:** Principals and Assistant Principals

**FROM:** H. Larry Moore, Superintendent of Schools  
Michael Kilts, Director of Federal Programs

**SUBJECT:** Title I - Parent's Right To Know Letter

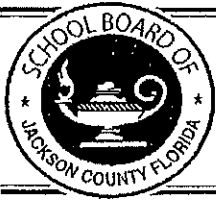
*The "Parent's Right To Know" provisions under Section 1112(e)(1)(A) and (B) of Every Student Succeeds Act (ESSA) state that at the start of each school year, an LEA that receives Title I, Part A funds must notify parents of each student attending a Title I school that they may request and the LEA will provide, in a timely manner, information regarding the professional qualifications of their children's classroom teachers and, if applicable, the services provided by their paraprofessionals, as well as the paraprofessionals' qualifications.*

Attached is a copy of our district's parent notification letter in English and Spanish regarding the "Parent's Right to Know" provision. Please include this in your beginning of the year student packet. This should also be a part of new student packets throughout the year. It is to be signed by the parent and returned to the child's teacher. Please retain these letters for three years. Complete the attached attestation upon completing this requirement and send back the Federal Programs Office.

HLM:MK

Attachments

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August 10, 2017

Dear Parents,

Thank you for helping to make our schools great by encouraging and supporting your children to come to school ready and anxious to learn every day. We each have our part to do in making sure that successful learning will be achieved at the end of all of our hard work.

With authorization of the Every Student Succeeds Act federal legislation, the nation's and state's commitment to highly qualified teachers for all students has become even more evident. Along with that comes your right, as a parent, to know the professional qualifications (degrees/certifications) of the classroom teacher who instructs your child, and if your child's teacher is teaching under emergency or other provisional status. Also, if an instructional assistant or paraprofessional provides services to your child, you may request to know their qualifications. If you would like to receive this information, please contact the school. They will be pleased to provide it for you in a timely manner.

If you did not receive your child's i-Ready, Florida Standards Assessment, or End of Course Exam results over the summer, please request them from the school. You have the right to know how your child performed. Please take a brief opportunity to introduce yourself to your child's teacher and learn what your child will be learning this year.

Again, please know that the daily support you give your child to be successful in school is a priceless gift.

Sincerely,

H. Larry Moore, Superintendent  
Jackson County Schools

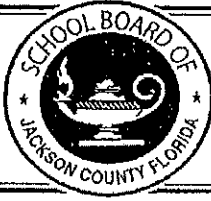
**Please sign and return to your child's teacher:**

**I understand that I have the right to request information regarding the professional qualifications of my child's classroom teacher and paraprofessional, if applicable.**

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Name \_\_\_\_\_ Teacher Name: \_\_\_\_\_

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Superintendent of Schools

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10 de agosto del año 2017

Queridos Padres,

Gracias por ayudar a que nuestras escuelas apoyen a sus hijos que vienen a la escuela listos y ansiosos de aprender cada día. Cada uno tenemos nuestra parte para asegurarnos de que el éxito del aprendizaje se logre al final de todo nuestro trabajo duro.

Con la autorización de la legislación federal de Cada Estudiante Tiene Exito, el compromiso del estado y de la nación es que los maestros sean altamente calificados. Junto con eso viene el derecho, como padre, a saber de las calificaciones profesionales (grados / certificaciones) del maestro que instruye a su hijo, y si el maestro de su hijo está enseñando bajo una emergencia u otro estado provisional. Además, si un asistente de instrucción o auxiliar proporciona servicios a su hijo, puede solicitar a conocer sus calificaciones. Si desea recibir esta información, por favor, póngase en contacto con la escuela. Ellos estarán encantados de proporcionarle ese servicio de manera oportuna.

Si usted no recibió de su hijo el i-Ready, las Normas de Evaluación de Florida, o al final de los resultados del examen del curso durante el verano, por favor solicítelos de la escuela. Usted tiene el derecho de saber cómo se desarrolla académicamente su hijo. Por favor tome una breve oportunidad para presentarse a la maestra de su hijo y aprender lo que su hijo aprenderá este año.

Una vez más, por favor sepa que el apoyo diario le ayuda a su hijo a tener éxito en la escuela lo cual es un regalo invaluable.

Sinceramente,

H. Larry Moore, Superintendente  
Escuelas del Condado de Jackson

Por favor firme y devuelva a la maestra de su hijo:

Yo entiendo que tengo el derecho de solicitar información sobre las calificaciones profesionales de los maestros de mi hijo y asistente de maestro.

Firma del padre \_\_\_\_\_ Fecha \_\_\_\_\_

Nombre del Estudiante \_\_\_\_\_ Nombre del Maestro: \_\_\_\_\_