

Parents Right-to-Know

(Teacher Qualifications • Not-Highly-Qualified Status)

Title I Section 1111 (h)(6)

(6) PARENTS RIGHT-TO-KNOW-

- (A) **QUALIFICATIONS-** At the beginning of each school year, a local educational agency that receives funds under this part shall notify the parents of each student attending any school receiving funds under this part that the parents may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:
- (i) Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
 - (ii) Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
 - (iii) The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
 - (iv) Whether the child is provided services by paraprofessionals and, if so, their qualifications.
- (B) **ADDITIONAL INFORMATION-** In addition to the information that parents may request under subparagraph (A), a school that receives funds under this part shall provide to each individual parent—
- (i) information on the level of achievement of the parent's child in each of the State academic assessments as required under this part; and
 - (ii) timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.
- (C) **FORMAT-** The notice and information provided to parents under this paragraph shall be in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand.

**SUGGESTED SAMPLE PARENTAL NOTIFICATION LETTER – FOR PARENTS TO
REQUEST THE QUALIFICATIONS OF THEIR CHILD’S TEACHER
(TO BE PRINTED ON LOCAL SCHOOL STATIONERY/LETTERHEAD)**

Date

Dear Mr./Ms. or Mr. and Mrs. _____ (as appropriate):

We are pleased to notify you that in accordance with the *No Child Left Behind Act of 2001*, you have the right to request information regarding the professional qualifications of your child’s teacher. Specifically, you may request the following:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria has been waived.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you would like to receive this information, please complete the top portion of the enclosed form, and return the form to your child’s school. Should you have any questions, feel free to contact Mr./Ms. _____ at (telephone number), and he/she will be happy to assist you.

Sincerely,

Principal

Name of School System/School
Parents Right-To-Know • Request Teacher Qualifications

Title I, Part A, Section 1111(h)(6), *No Child Let Behind Act of 2001*, Public Law 107-110

I am requesting the professional qualifications of _____

who teaches my child, _____ at _____
Child's Name (Please Print) School (Please Print)

My mailing address is _____
Street (Please Print) City Zip

My telephone number is _____.

My name is _____.
Name (Please Print)

Signature Date

This Section to be Completed by School/Central Office

Date Form Received: _____ Received by: _____

Teacher's Name: _____ Subject: _____

Has the teacher met state qualifications and licensing criteria for the grade levels and subject areas in which he/she teaches? _____ Yes _____ No

Is the teacher teaching under emergency or other provisional status? _____ Yes _____ No

Undergraduate Degree _____ (University/College)
Major Discipline _____

Graduate Degree _____ (University/College)
Major Discipline _____

Does a paraprofessional provide instructional services to the student? _____ Yes _____ No

If yes, what are the qualifications of the paraprofessional?

High School Graduate _____ (Year)

Undergraduate Degree _____ (University/College)
Major/Discipline _____

College/University Credit _____ (Hours)
Major/Discipline _____

Signature of Person Completing Form Date Returned to Parent

SUGGESTED SAMPLE PARENTAL NOTIFICATION LETTER – NOTIFYING PARENTS THAT THEIR CHILD’S TEACHER IS NOT HIGHLY QUALIFIED (TO BE PRINTED ON LOCAL SCHOOL STATIONERY/LETTERHEAD)

Date

Dear **Mr./Ms. or Mr. and Mrs.** _____ (as appropriate):

_____ **School** is proud to provide your child the best possible educational experiences. To that end, we seek to employ the most qualified, competent, and caring professional and support staff to work with your child all day, every day of the school year.

All of our teachers graduated from colleges or universities that were accredited by the Southern Association of Colleges and Schools or a comparable regional accrediting agency in another part of the United States. Further, all of our teachers participate in a rigorous teacher evaluation program approved by the Alabama Department of Education. After each evaluation, all teachers are required to participate in annual professional development activities that include enhancing their teaching skills, course knowledge, and may include other topics such as child/adolescent development or classroom management skills.

On January 8, 2002, President George Bush signed into law the *No Child Left Behind Act of 2001* and made the law applicable to both experienced and new teachers. The law contained a revised definition of teachers who are “highly qualified.” This law placed additional emphasis on subject-matter or content knowledge of the teacher as demonstrated to the state and local departments of education. The law requires all teachers to meet the revised federal definition of “highly qualified,” and it also requires that we notify you if your child’s teacher has not yet met this revised definition.

As of the date of this letter, your child’s teacher, **Mr./Ms.** _____, has yet to complete every requirement of the revised federal definition of “highly qualified.” **He/She** is, however, currently working to meet the requirements, and we have full confidence in **his/her** ability to teach effectively in the current assignment.

If you have any questions regarding the qualifications of **Mr./Ms.** _____, please feel free to contact me at **(telephone number)**. For additional information about the federal *No Child Left Behind Act of 2001* or any other public school-related matters, please visit the Alabama Department of Education’s Web site at www.alsde.edu.

Sincerely,

Principal



Parents Right-to-Know

(Limited-English Proficient)

Title I Section 1112 (g)

(g) PARENTAL NOTIFICATION-

(1) IN GENERAL-

- (A) NOTICE- Each local educational agency using funds under this part to provide a language instruction educational program as determined in part C of title III shall, not later than 30 days after the beginning of the school year, inform a parent or parents of a limited English proficient child identified for participation or participating in, such a program of —
- (i) the reasons for the identification of their child as limited English proficient and in need of placement in a language instruction educational program;
 - (ii) the child's level of English proficiency, how such level was assessed, and the status of the child's academic achievement;
 - (iii) the methods of instruction used in the program in which their child is, or will be participating, and the methods of instruction used in other available programs, including how such programs differ in content, instructional goals, and the use of English and a native language in instruction;
 - (iv) how the program in which their child is, or will be participating, will meet the educational strengths and needs of their child;
 - (v) how such program will specifically help their child learn English, and meet age-appropriate academic achievement standards for grade promotion and graduation;
 - (vi) the specific exit requirements for the program, including the expected rate of transition from such program into classrooms that are not tailored for limited English proficient children, and the expected rate of graduation from secondary school for such program if funds under this part are used for children in secondary schools;
 - (vii) in the case of a child with a disability, how such program meets the objectives of the individualized education program of the child;
 - (viii) information pertaining to parental rights that includes written guidance —
 - (I) detailing —

- (aa) the right that parents have to have their child immediately removed from such program upon their request; and
- (bb) the options that parents have to decline to enroll their child in such program or to choose another program or method of instruction, if available; and

- (II) assisting parents in selecting among various programs and methods of instruction, if more than one program or method is offered by the eligible entity.

- (B) SEPARATE NOTIFICATION- In addition to providing the information required to be provided under paragraph (1), each eligible entity that is using funds provided under this part to provide a language instruction educational program, and that has failed to make progress on the annual measurable achievement objectives described in section 3122 for any fiscal year for which part A is in effect, shall separately inform a parent or the parents of a child identified for participation in such program, or participating in such program, of such failure not later than 30 days after such failure occurs.

(2) NOTICE- The notice and information provided in paragraph (1) to a parent or parents of a child identified for participation in a language instruction educational program for limited English proficient children shall be in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand.

(3) SPECIAL RULE APPLICABLE DURING THE SCHOOL YEAR- For those children who have not been identified as limited English proficient prior to the beginning of the school year the local educational agency shall notify parents within the first 2 weeks of the child being placed in a language instruction educational program consistent with paragraphs (1) and (2).

(4) PARENTAL PARTICIPATION- Each local educational agency receiving funds under this part shall implement an effective means of outreach to parents of limited English proficient students to inform the parents regarding how the parents can be involved in the education of their children, and be active participants in assisting their children to attain English proficiency, achieve at high levels in core academic subjects, and meet challenging State academic achievement standards and State academic content standards expected of all students, including holding, and sending notice of opportunities for, regular meetings for the purpose of formulating and responding to recommendations from parents of students assisted under this part.

(5) BASIS FOR ADMISSION OR EXCLUSION- A student shall not be admitted to, or excluded from, any federally assisted education program on the basis of a surname or language-minority status.

****Notice that must be sent to all parents of Title I schools**

Headland Elementary School
305 Mitchell Street
Headland, Alabama 36345

Faye C. Shipes
Principal
693-2330

Intermediate
Office
693-3794

Dear Parent or Guardian:

We are pleased to notify you that in accordance with the *No Child Left Behind Act of 2001*, you have the right to request information regarding the professional qualifications of your child's teacher. Specifically, you may request the following:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria has been waived.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you would like to receive this information, please complete the top portion of the enclosed form, and return the form to your child's school. Should you have any questions, feel free to contact Mrs. Faye Shipes at 334-693-2330, and she will be happy to assist you.

Sincerely,

Faye C. Shipes
Principal

****Response form for those that request teacher qualifications**

**Headland Elementary School Henry County
Parents Right-To-Know • Request Teacher Qualifications**

Title I, Part A, Section 1111(h)(6), *No Child Let Behind Act of 2001*, Public Law 107-110

I am requesting the professional qualifications of _____

who teaches my child, _____ at Headland Elementary School
Child's Name (Please Print) School (Please Print)

My mailing address is _____
Street (Please Print) City Zip

My telephone number is _____.

My name is _____.
Name (Please Print)

Signature Date

This Section to be Completed by School/Central Office

Date Form Received: _____ Received by: _____

Teacher's Name: _____ Subject: _____

Has the teacher met state qualifications and licensing criteria for the grade levels and subject areas in which he/she teaches? _____ Yes _____ No

Is the teacher teaching under emergency or other provisional status? _____ Yes _____ No

Undergraduate Degree _____ (University/College)
Major Discipline _____

Graduate Degree _____ (University/College)
Major Discipline _____

Does a paraprofessional provide instructional services to the student? _____ Yes _____ No

If yes, what are the qualifications of the paraprofessional?

High School Graduate _____ (Year)

Undergraduate Degree _____ (University/College)
Major/Discipline _____

College/University Credit _____ (Hours)
Major/Discipline _____

Signature of Person Completing Form Date Returned to Parent

****Letter to be sent to parents of students whose teacher is not HQ**

Headland Elementary School
305 Mitchell Street
Headland, Alabama 36345

Faye C. Shipes
Principal
693-2330

Intermediate
Office
693-3794

Dear Parent or Guardian:

Headland Elementary School is proud to provide your child the best possible educational experiences. To that end, we seek to employ the most qualified, competent, and caring professional and support staff to work with your child all day, every day of the school year.

All of our teachers graduated from colleges or universities that were accredited by the Southern Association of Colleges and Schools or a comparable regional accrediting agency in another part of the United States. Further, all of our teachers participate in a rigorous teacher evaluation program approved by the Alabama Department of Education. After each evaluation, all teachers are required to participate in annual professional development activities that include enhancing their teaching skills, course knowledge, and may include other topics such as child/adolescent development or classroom management skills.

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As of the date of this letter, your child's teacher, **Mr./Ms. _____**, has yet to complete every requirement of the revised federal definition of "highly qualified." **He/She** is, however, currently working to meet the requirements, and we have full confidence in **his/her** ability to teach effectively in the current assignment.

If you have any questions regarding the qualifications of **Mr./Ms. _____**, please feel free to contact me at **334-693-2330**. For additional information about the federal *No Child Left Behind Act of 2001* or any other public school-related matters, please visit the Alabama Department of Education's Web site at www.alsde.edu.

Sincerely,

Faye C. Shipes
Principal