

- CERTIFIED PERSONNEL -

ESSA Qualification Notifications

ANNUAL NOTIFICATION - OPTION TO REQUEST PROFESSIONAL QUALIFICATIONS

TO: _____ <i>Parent's Name</i>
FROM: _____ <i>School Name</i>
REGARDING: _____ <i>Student's Name</i>
DATE: _____ GRADE _____

Dear Parent/Guardian,

Because our District receives federal funds for Title I programs as a part of the Every Student Succeeds Act (ESSA), you may request information regarding the professional qualifications of your child's teacher(s) and paraprofessional(s), if applicable.

If you would like to request this information, please contact _____ by phone at _____ or by e-mail at _____.

Sincerely, _____
Principal/designee

ESSA Qualification Notifications
NOTIFICATION RE: TEACHER QUALIFICATIONS

TO: _____ <i>Parent's Name</i>
FROM: _____ <i>School Name</i>
REGARDING: _____ <i>Student's Name</i>
DATE: _____ GRADE: _____

Dear Parent/Guardian,

Our school is dedicated to providing the best instructional staff we can to teach our students. However, because our school receives Title I federal funds, the federal Every Student Succeeds Act (ESSA) requires us to inform you that your child has been assigned to a teacher who does not meet applicable State certification or licensure requirements to teach the subject at your child's grade level. Your child

- has been assigned to _____ for _____
Name of teacher Subject and grade level
for this school year.
- has been assigned to _____ for _____
Name of teacher Subject and grade level
for the past four (4) weeks (20 instructional days.)

Please let me know if you have questions about this information (_____).
Telephone #

Sincerely, _____
Principal/designee

Review/Revised:9/26/2017