

8/16/17

Dear Parent or Guardian:

Your school receives federal funds for Title I, Part A programs. This letter lets you know about your right to request information regarding the professional qualifications of the classroom staff working with your child. The district or school will be able to provide you with the following information regarding the qualifications of your child's teacher(s).

1. Whether the teacher meets the state qualifications and licensing criteria for the grades and subjects he or she teaches.
2. Whether the teacher is teaching under emergency or provisional status because of special circumstances.
3. Whether the teacher has any advanced degree and the field of discipline of the teacher's certification or degree.

If at any time a teacher(s) that is not highly qualified has taught your student for four (4) or more consecutive weeks, then the school will notify you.

You also have the right to request information regarding the qualifications of the paraprofessional(s) assisting your child's teacher(s). If your child is receiving Title I, Part A services from a paraprofessional, then our district or school is able to provide you with the following information:

1. Whether the paraprofessional has completed at least two years of study at an institution of higher education.
2. Whether the paraprofessional has completed an associate's degree or higher.
3. Whether the paraprofessional has met rigorous standard of quality throughout state's certification procedure for determining the quality of paraprofessional staff.
4. Whether the paraprofessional has (a) the knowledge of and ability to assist in instructing reading, writing, and mathematics or (b) the knowledge of and the ability to assist in learning activities, such as homework, reading readiness, writing, mathematics, and other support as appropriate.

To request this information please contact your child's school.

Should you have any other questions regarding your child's education, please do not hesitate to call me, 870-246-5564, ext. 1211.

Sincerely,

Virginia Anderson, Ed. D.  
Director of Federal Programs and Administrative Services