

PARENTS RIGHT-TO-KNOW LETTER

**This letter should be sent to parents/guardians at the beginning of each school year*

[LEA Letterhead]

Date:

Dear Parents and Guardians,

In accordance with Parents Right-to-Know requirement under the *Every Student Succeeds Act - ESSA, Section 1112 (e)(1)(A)* this is a notification from _____ Public Schools to every parent/guardian of a student in a Title I school that you **have the right** to request and receive in a timely manner:

- a) information regarding the professional qualifications of your student's classroom teachers. The information regarding the professional qualifications of your student's classroom teachers shall include the following:
 - If the teacher has met state qualification and licensing criteria for the grade level and subject areas taught;
 - If the teacher is teaching under emergency or temporary status in which the state qualifications and licensing criteria are waived;
 - The teacher's baccalaureate degree major, graduate certification, and field of discipline; and
 - Whether the student is provided services by paraprofessionals, and if so, their qualifications
- b) information regarding any State or local educational agency policy regarding student participation in any assessments mandated by section 1111(b)(2) and by the State or local educational agency, which shall include a policy, procedure, or parental right to opt the child out of such assessment, where applicable.
- c) upon request, parents of an English learner may:
 - have the child immediately removed from an English Learner (EL) program;
 - decline the child's enrollment in an EL program, or choose another program or method of instruction, if available;
 - receive assistance in selecting among various programs and methods of instruction, if more than one program or method is offered by the eligible entity.
- d) notification if your student has been taught for four or more consecutive weeks by a teacher who does not meet the applicable state certification for licensure requirements at the grade level and subject area in which the teacher has been assigned.

If you have questions or concerns, please feel free to contact the school principal at _____

Sincerely,

School Principal