



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234
P-12 Education – Office of Accountability

Office of ESSA-Funded Programs
89 Washington Avenue, Room 320 EB
Albany, New York 12234
Tel. (518) 473-0295 / Fax: (518) 486-1762

[Letter Template for Parents' Right to Know Regarding Teacher Qualifications]

[District Letterhead]

To Parents/Guardians:

Your child is attending a school receiving Title I federal funds through the Every Student Succeeds Act (ESSA). The ESSA is the latest reauthorization of the Elementary and Secondary Education Act (ESEA). At the beginning of each school year, local educational agencies receiving Title I funds are required to notify parents whose student(s) attend a Title I school that they may request information regarding the professional qualifications of the student's classroom teachers, including at a minimum:

1. Whether the student's teacher:
 - Has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
 - Is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
 - Is teaching in the field of discipline of the certification of the teacher.
2. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you would like this information, please contact ***[name]*** at ***[phone number]***.

For more information on ESSA, and the role of parents, please visit the United States Department of Education's (USDE) [website](#). By partnering, families and educators can provide your child with the best education possible. We encourage you to participate in your child's education. If you have any questions, please don't hesitate to contact me.

Sincerely,

[Principal]