

Letter should be sent to all parents on or before the first day of school.  
(letter, handbook, or newsletter)

Place on official school letterhead, including school name, address, email and phone number and Principals name.

FY14 ANNUAL PARENT RIGHT TO KNOW *SAMPLE*

**Please note:** *Parents must be notified via standard US mail or by the student handbook. If statement is placed in the student handbook, parent signature is required to ensure that parents received the information.*

[xx-xx-xxxx]

Dear Parent(s)/Legal Guardian(s):

At [Insert school name ], we are very proud of our teachers and feel they are ready for the coming school year and are prepared to give your child a high-quality education. As a Title I school, we are required to meet federal regulations under the Elementary and Secondary Education Act of 1965 (ESEA), as amended by the No Child Left Behind Act of 2001 (NCLB) related to teacher qualifications.

In compliance with the requirements of the ESEA/NCLB, you have the right to request information about your child's teachers' training and credentials. The following information may be requested:

- Whether the teacher met the Georgia Professional Standards Commission requirements for certification for the grade level and subject area in which the teacher provides instruction;
- Whether the teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification criteria have been waived;
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration; and
- Whether your child is provided services by paraprofessionals, and if so, their qualifications.

Please rest assured that our staff is committed to helping your child reach his or her maximum academic potential throughout their school career. That commitment includes making sure that all of our teachers and paraprofessionals are highly skilled and delivering quality instruction to your child.

If you wish to request information concerning your child's teachers' qualifications, please contact me, [Insert principal' s name ], your child's principal, by phone at [Insert phone number ] or by email at [Insert email address ].

Thank you for your interest and involvement in your child's education.

Sincerely,

[Insert principal's name]  
Principal