

Letter should be sent to parents only if parent(s) inquire about the qualifications of the Paraprofessional who is assisting the HQ classroom teacher. Letter then should be sent to all parents/guardians in the teacher's classroom.

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

FY14 NON-HIGHLY QUALIFIED PARAPROFESSIONAL RESPONSE TO PARENTS SAMPLE

[xx-xx-xxxx]

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

Thank you for your recent inquiry about the paraprofessional your child currently receives additional academic support from under the direct supervision of a teacher. We are very proud of our paraprofessionals and feel they are highly skilled and well prepared to deliver quality academic support to your child.

According to our current records, your child receives support from a paraprofessional in [Insert grade level or subject area taught] . [Insert paraprofessional's name] has [Insert highest level of education received, number of years completed in higher education, competency tests passed, and/or additional skill sets which qualify them for the position]. Additionally, [Insert paraprofessional's Name] has [Insert paraprofessional's experience, including length of time as a regular or substitute teacher in local or other school districts], attended staff training, understands the school's policies and procedures and gets along well with students, teachers and staff.

Therefore, given this information, the paraprofessional your child receives support from, [Insert teacher's name] , is considered *highly qualified* according to the federal definition stated in law under the Elementary and Secondary Education Act of 1965 (ESEA), as amended by the No Child Left Behind Act of 2001 (NCLB).

OR

Therefore, given this information, the paraprofessional your child receives support from, [Insert teacher's name] , is not considered *highly qualified* according to the federal definition stated in law under the Elementary and Secondary Education Act of 1965 (ESEA), as amended by the No Child Left Behind Act of 2001 (NCLB). However, we are confident that [Insert paraprofessional's name] has the professional experience needed to be capable of providing quality academic support to your child.

If you wish to request additional information or have any other questions about your child's educational progress or the paraprofessional providing support to your child, please contact me immediately by phone at [Insert telephone number] or by email at [Insert email address] .

We look forward to your continued engagement throughout the school year.

Sincerely,

[Insert principal' s name]

Principal