

SAMPLE – Parent’s Right-To-Know Letter

This letter must be sent to all parents at the beginning of the school year (before September 24th) and be provided in a language that parents can understand.

(School Letterhead)

Annual Notice to Parents/Guardians (Right-to-Know) Right to Request Teacher/Paraprofessional Qualifications

Date

Dear Parent/Guardian:

Our school district receives federal funds for Title I programs that are part of the *Every Student Succeeds Act (ESSA) of 2015*. One of the conditions for receiving these funds is to notify parents/guardians of their right to request and to receive information regarding the professional qualifications of their child’s teacher and paraprofessionals.

By law, you have the right to ask for the following:

- Whether your child’s teacher has met the Florida Department of Education (FLDOE) licensing and qualification criteria for the subject area(s) and grade level(s) in which the teacher provides instruction;
- Whether FLDOE requirements have been waived to allow the teacher to teach under emergency or other provisional status;
- The teacher’s college major and the field of discipline or specialization for any advanced degrees/certifications held by the teacher;
- Whether your child is provided services by paraprofessionals and, if so, their qualifications; and
- Your child’s level of achievement in each of the state academic assessments.

If you would like to receive any of the above information, please feel free to call (Insert school phone number here) and ask to speak to (Insert the name the Title I contact person here) for (Insert name of school here).

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

Sincerely,

Principal’s Signature