

PLACE SCHOOL NAME, ADDRESS, PHONE NUMBER AND MASCOT IN THIS BOX AS THE HEADER
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Dear (School Name) Families

We are pleased to notify you that in accordance with the *Every Student Succeeds Act*, you have the right to request information regarding the professional qualifications of your child's teacher. Specifically, you may request the following:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria has been waived.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you would like to receive this information, please feel free to contact Mr./Mrs. at (520)_, and he/she will be happy to assist you.

Sincerely,

Principal