

PARENTS RIGHT-TO-KNOW LETTER

**This letter should be sent to parents/guardians at the beginning of each school year*

[LEA Letterhead]

Date:

Dear Parents and Guardians,

In accordance with Parents Right-to-Know requirement under the *Every Student Succeeds Act - ESSA, Section 1112 (e)(1)(A)* this is a notification from _____ Public Schools to every parent/guardian of a student in a Title I school that you **have the right** to request and receive in a timely manner:

- a) information regarding the professional qualifications of your student's classroom teachers. The information regarding the professional qualifications of your student's classroom teachers shall include the following:
 - If the teacher has met state qualification and licensing criteria for the grade level and subject areas taught;
 - If the teacher is teaching under emergency or temporary status in which the state qualifications and licensing criteria are waived;
 - The teacher's baccalaureate degree major, graduate certification, and field of discipline; and
 - Whether the student is provided services by paraprofessionals, and if so, their qualifications
- b) information regarding any State or local educational agency policy regarding student participation in any assessments mandated by section 1111(b)(2) and by the State or local educational agency, which shall include a policy, procedure, or parental right to opt the child out of such assessment, where applicable.
- c) upon request, parents of an English learner may:
 - have the child immediately removed from an English Learner (EL) program;
 - decline the child's enrollment in an EL program, or choose another program or method of instruction, if available;
 - receive assistance in selecting among various programs and methods of instruction, if more than one program or method is offered by the eligible entity.
- d) notification if your student has been taught for four or more consecutive weeks by a teacher who does not meet the applicable state certification for licensure requirements at the grade level and subject area in which the teacher has been assigned.
- e) Adjusted 4-year graduation rate percent of high school English learner students graduated in four years and adjusted 5-year graduation rate percent of these students graduated within one additional year.

If you have questions or concerns, please feel free to contact the school principal at _____

Sincerely,

School Principal