**Virginia Department of Education**

**Parent Notification (Sample) Letter**

**Right to Request Information on Teacher Qualifications**

**As Required Under the**

***Elementary and Secondary Education Act of 1965, as amended***

**(to be sent from the division office)**

[Date]

Dear Parent,

On December 10, 2015, the *Every Student Succeeds Act (ESSA)* was signed into law. Section 1112(e)(1)(A) states that as a parent of a student in [*school name*], receiving Title I funds, you have the right to know the professional qualifications of the classroom teachers instructing your child. Federal law requires the school division to provide you this information in a timely manner if you request it. Specifically, you have the right to request the following information about each of your child’s classroom teachers:

* 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 because of special circumstances.
* Whether the teacher is teaching in the field of discipline of the certification or degree he/she received
* Whether paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact [*name*], [*title*], either by phone at [*telephone number*], or in writing at [*address*].

Sincerely,

*[Name]*

*[Title]*