

## Title I Parent “Right to Know” Requirements

### Parent Notification – “Right to Know”

1. Parents of students in Title I schools are guaranteed **annual notification** of their “right to know” about teacher qualifications by their school district. That means parents may request and receive from that office information regarding the professional qualifications of the student’s classroom teachers, including:
  - whether the teacher is state-certified;
  - whether a teacher is teaching under emergency or other provisional status; and
  - the baccalaureate degree major of the teacher and any other graduate degree major or certification.
  - whether the child is provided services by a paraprofessional and, if so, his/her
  - qualifications.
2. LEAs must notify parents at the beginning of each year that information on the professional qualifications of their child’s classroom teacher is available from the school district.
  - Notification may be included in district news letters or other communications to parents
  - Documentation of annual notification should be kept by LEA for monitoring purposes
  - Assurance that notification will occur should a child be taught for four or more weeks by a teacher who is not highly qualified
3. Parents must receive timely notice that their child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.
4. Parents must be informed if their child is placed in a Limited English Proficient program.

### No Child Left Behind Requirement Parents'/Guardians' Rights Notification

Des Moines Public School Parents/Guardians have the right to learn about the following qualifications of their child's teacher: state licensure requirements for the grade level and content areas taught, the current licensing status of your child's teacher, and baccalaureate/graduate certification/degree. You may also request the qualifications of an instructional paraprofessional who serves your student in a Title I program or if your school operates a schoolwide Title I program. Parents/Guardians may request this information from the Office of Academics by contacting Wilma Gajdel at [wilma.gajdel@dmschools.org](mailto:wilma.gajdel@dmschools.org) or 515-242-7937. You may also request this information by sending a letter of request to the Office of Academics, Des Moines Public Schools, 2100 Fleur Avenue, Des Moines, Iowa 50312.

The Des Moines Public Schools ensures that parents will be notified in writing if their child has been assigned, or has been taught by a teacher for four or more consecutive weeks by a teacher who is not considered highly qualified.

**SAMPLE** - Parent Notification Letter  
Non-Highly Qualified Teacher  
(Includes Substitute for More than Four Weeks)

Date

Dear Parents and Guardians:

The federal Every Student Succeeds Act (ESSA) signed by President Obama in December of 2015 requires all schools to notify parents or guardians after a class has been taught for four consecutive weeks by a teacher who is not considered highly qualified for that specific subject area. While there are a variety of ways in which a teacher can demonstrate that he or she is highly qualified in a given subject, the requirement is considerably more difficult to meet for a teacher who is responsible for teaching several core subject areas.

The purpose of this letter is to inform you that Mr./Mrs. \_\_\_\_\_ is not considered highly qualified under ESSA in one or more subject areas being taught to your child.

Please be assured that this does not mean that this teacher is not qualified for this assignment. Mr./Mrs. \_\_\_\_\_ does meet the state requirements for this position. Given his/her professional preparation and experience, we believe that your child is receiving a high-quality education in his/her class. (Additional information may be added at the districts discretion.)

If you have any concerns regarding this information, you have a right as a parent to review the qualifications of your child's teachers. Please contact \_\_\_\_\_ at \_\_\_\_\_ if you have any questions.

Sincerely,