

Sample Parent Right-to-Know Letter
Place on School's Letterhead

Parent Right to Know Information as Required by The Elementary and Secondary
Education Assistance (ESEA) [Section 1112(e)(1)(A)] and the Every Student Succeeds
Act [Section 1112(e)(1)(A)]

[XX-XX-XXXX]

Dear Parent(s)/Legal Guardian(s):

Your child attends [*Insert School Name*], which receives Federal Title I funds to assist students in meeting state achievement standards. Throughout the school year, we will be providing you with important information about this law and your child's education. This letter lets you know about your right to request information about the qualifications of the classroom staff working with your child.

At [*Insert School Name*], we are very proud of our teachers and feel they are ready for the coming school year and are prepared to give your child a high-quality education. As a Title I school, we must meet federal regulations related to teacher qualifications as defined in ESEA. These regulations allow you to learn more about your child's teachers' training and credentials. We are happy to provide this information to you. At any time, you may ask:

- Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching,
- Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional's qualifications.

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals meet applicable Pennsylvania state requirements.

If you have any questions about your child's assignment to a teacher or paraprofessional, please contact [*Insert Principal's Name*] at [*Insert School's Name*] at [*Insert Phone Number*] or email me at [*Insert E mail Address*].

Sincerely,
[*Insert School Principal Name*]