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**Title II, Part A Guidance**

**Right to Know**

**Parent’s Right to Request a Teacher’s and a Paraprofessional’s Qualifications:**

By law, LEAs are required to notify parents that they may request information regarding the teacher’s or the paraprofessional’s professional qualifications, including the following:

* Whether the teacher/paraprofessional has met the Georgia Professional Standards Commission’s certification requirements for the grade level and subject areas in which the teacher provides instruction;
* Whether the teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification criteria have been waived;
* The college major and any graduate certification or degree held by the teacher;
* Whether the student is provided services by paraprofessionals, and if so, their qualifications.

LEAs must:

* Notify parents in multiple ways in order to ensure that all parents have the opportunity to receive the information. This may include, but is not limited to a LEA or school handbook, a letter mailed home, inclusion in a newsletter, posting on a website, and/or a school-wide email.
* Ensure the notification or document that contains the notification must include the principal’s contact information, the school or LEA name, the day, month and year of notification.
* Maintain records that document the dissemination of the Right to Know Qualifications in multiple forms to the parents of all students.

**SAMPLE Parent Notification Letter**

**Right to Know Professional Qualifications of Teachers and Paraprofessionals**

**[Put on LEA or School Letterhead]**

Date:

Dear Parents,

In compliance with the requirements of the Elementary and Secondary Education Act the **[insert LEA or school name]** would like to inform you that you may request information about the professional qualifications of your student’s teacher(s). The following information may be requested:

1. Whether the teacher has met the Georgia Professional Standards Commission’s requirements for certification for the grade level and subject areas in which the teacher provides instruction;
2. Whether the teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification criteria have been waived;
3. The college major and any graduate certification or degree held by the teacher;
4. Whether the student is provided services by paraprofessionals, and if so, their qualifications.

If you wish to request information concerning your child’s teacher’s qualification, please contact the [**Insert** **Title of Principal or Principal’s Designee], [insert name]** at **[Insert phone number].**

Sincerely,

***Insert Signature***

[Insert Printed Name]

[Insert Title]