



Richard Woods, Georgia's School Superintendent
"Educating Georgia's Future"

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]