**SAMPLE Right to Know Notification**

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

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

Date: **[Insert Month/Day/Year]**

Dear Parents,

In compliance with the requirements of the Every Students Succeeds 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) and/ or paraprofessional(s). The following information may be requested:

* Whether the student’s teacher—
* has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
* is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
* is teaching in the field of discipline of the certification of the teacher.
* Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you wish to request information concerning your child’s teacher’s and/ or paraprofessional’s qualifications, please contact the [**Insert** **Title of Principal or LEA Designee],** at **[Insert phone number].**

Sincerely,

***Insert Signature***

**[Insert Printed Name]**

**[Insert Principal/ LEA Designee Title]**