

**Tolson Elementary School**

**Tolson Thunderbirds**

**1000 S. Greasewood Rd**

**SUGGESTED SAMPLE PARENTAL NOTIFICATION LETTER – FOR PARENTS TO  
REQUEST THE QUALIFICATIONS OF THEIR CHILD’S TEACHER  
(TO BE PRINTED ON LOCAL SCHOOL STATIONERY/LETTERHEAD)**

Date

Dear Mr./Ms. or Mr. and Mrs. \_\_\_\_\_ (as appropriate):

We are pleased to notify you that in accordance with the *Every Student Succeeds Act*, you have the right to request information regarding the professional qualifications of your child’s teacher. Specifically, you may request the following:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria has been waived.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you would like to receive this information, please feel free to contact Mr./Ms. \_\_\_\_\_ at (telephone number), and he/she will be happy to assist you.

Sincerely,