



ECU

COMMUNITY SCHOOL

To: ECU Community School Parents/Guardians

**From: Tracy L. Cole
Principal**

Date: August 25, 2020

Subject: Notification to Parents of Teacher Qualifications

Qualifications-The Every Student Succeeds Act requires all school systems notify parents of all children in all Title I Schools that they have the right to request and receive timely information on the professional qualifications of their children's classroom teachers. This notice must be sent at the start of each school year. The notice does not itself contain the teacher information; it simply tells parents the types of information they may request.

At a minimum, if a parent requests it, the school system/school must report:

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

In addition, if a child is assigned, or taught by, a teacher who is not "highly qualified" for four or more consecutive weeks, the parents must receive timely notice.

These and other communications with parents must be in an understandable and uniform format and, to the extent practical, in a language the parents can understand. According to ED guidance, if there is no other way to provide information, it should be provided in oral translation.

Requests must be in writing to the principal.

Encl.: Teacher/Teacher Assistant Information Request Form



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COMMUNITY SCHOOL

TEACHER/TEACHER ASSISTANT INFORMATION REQUEST FORM

Request for Information about Teacher/Teacher Assistant Qualifications

Instructions to Parents: Please complete this form. Use a separate form for each teacher or teacher assistant. Return the completed form to ECU's Community School office or mail to

ECU Community School
811 Howell Street
Greenville, NC 27834

Information will be sent to you within 30 days.

Name of Teacher: Mr. Mrs. Ms. _____

or

Name of Teacher Assistant: Mr. Mrs. Ms. _____

Grade Level: _____ Subject (if applicable): _____

Name of Parent(s) Requesting Information: _____

Name of Student: _____

Mailing Address (where information is to be sent or faxed):

City

State

Zip code

Fax number: _____

Daytime telephone number in case of questions: _____

For district use:

Received by: school/date/initials

Received by: HR/date/initials

Completed by: initials/mail/fax/date