Notice of Parents Right-to-Know

To be placed on district/school letterhead with address, phone/fax, e-mail address

Issue Date: February 11, 2026
Sources: Office of Federal Programs

Date: (*To be sent at the beginning of the school year)*

RE: Every Student Succeeds Act (Public Law 114-95), Section 1112 (e)(1)(A)

Dear Parent/Guardian:

You have the right to know about the teaching qualifications of your child's classroom teacher in a school receiving Title I funds. The federal Every Student Succeeds Act (ESSA) requires that any school district receiving Title I funds must notify parents of each student attending any school receiving Title I funds that they may request, and the district will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at a minimum, 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 have been waived; and
- Whether the teacher 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.

You may ask for the information by returning this letter to the address listed above or you may e-mail your request. Be sure to give the following information with your request: (If *district's procedure is different, list it here.)*

Child's full name_____
Parent/guardian full name _____
Address_____
City, state, ZIP_____
Teacher's name_____

Sincerely,
Superintendent *or School Principal*

25 South Front Street
Columbus, Ohio 43215 U.S.A.
education.ohio.gov

877 | 644 6338
For people who are deaf or hard of
hearing, please call Relay Ohio first at 711.

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