
Issue Date: April 05, 2022

Title I Parental Notice

The Every Student Succeeds Act requires local education agencies (LEAs) that receive Title I funds to notify parents that they can ask for and receive specific information about the qualifications of their children's teacher. LEAs must send a written notice at the beginning of every year that is understandable and that contains certain specified elements. LEAs must also notify parents about an unqualified teacher who has been teaching their children for four or more consecutive weeks.

Information the Teacher Certification Notice Should Contain

The annual notice should include the following:

- Explanation of parents' rights - The notice should begin by informing parents that federal law gives them the right to request specific information about the professional qualifications of their children's classroom teachers and that if they do request it, the LEA must give them this information "in a timely manner." LEAs should make a good-faith effort to respond to parents' requests for information as quickly as is reasonably possible.
- List of information parents can request - The notice should list the four categories of information that parents are entitled to receive about their children's classroom teachers:
 - Whether the teacher has met the state's certification and licensing criteria for the grade levels and subject matter they teach.
 - Whether the state has waived its qualification and licensing criteria to permit the teacher to teach on an emergency or other provisional basis.
 - Whether the teacher is teaching in the field or discipline of her certification.
 - Whether teachers' aides or similar paraprofessionals provide services to the parents' children, and if they do, their qualifications.
 - How to request information - LEAs should also consider including information about how parents can contact the LEA to request the above information.

LEAs Must Notify Parents of Unqualified Teachers

- ESEA Section 1112 requires LEAs to notify each parent whenever their child, in a Title I school, has been "assigned or has been taught for four or more consecutive weeks" by a teacher who does



not meet applicable state certification or licensing requirements at the grade level or subject they have been assigned.

*Note that the Every Student Succeeds Act (ESSA) removes the specific "highly qualified" requirements for teachers that were in place under No Child Left Behind (NCLB). ESSA instead requires that teachers meet state certification and licensure requirements. If a teacher is working under a provisional or emergency license authorized by the Agency of Education, they are considered to meet state certification and licensure requirements.

How LEAs Should Deliver Parent Notices

- ESSA does not prescribe how LEAs deliver the notice, but the notice should be shared in the beginning of the school year. An LEA may want to include the information in other documents it provides to parents, such as general back-to-school materials. They could also incorporate the notice as a section in its parent handbook. LEAs should maintain records of the dated notice for Title I audits.
- LEAs can allow individual schools to send the notice to their students' parents. However, it is important the LEA ensure each school's notice includes all required content. LEAs should not rely entirely on email or the internet since some parents may not have access. It is recommended to provide this information in multiple formats (i.e., printed in a newsletter, printed in the school handbook, posted on the website, sent via email) so the information is easy to access for all parents.

Sample Notice:

NOTICE TO PARENTS:

Right to Review Teacher Qualifications

To: ALL PARENTS

From: [LEA NAME]

Date: [DATE]

As a parent of a student at [SCHOOL NAME], you have the right to know the professional qualifications of the classroom teachers who instruct your child. The Elementary and Secondary Education Act gives you the right to ask for certain information about your child's classroom teachers and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether the Vermont Agency of Education has licensed or certified the teacher for the grades and subjects they teach.

- Whether the Vermont Agency of Education has decided that the teacher can teach in a classroom without being licensed or certified under state regulations because of special circumstances resulting in an emergency or provisional license.
- Whether the teacher is teaching in the field or discipline of their certification.
- Whether any teachers' aides or similar paraprofessionals provide services to your child, and if they do, their qualifications.

If you would like to receive any of this information, please contact [NAME] at [PHONE NUMBER] or [EMAIL].