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MEMORANDUM

To: Title I Schools

Date: August 26, 2019

Re: Parents Right to Know

Each year Title I schools must notify parents of their right to know about the qualifications of the professionals working with their children. This year, we are providing each school with a principal's letter template to inform the parents and families of the school. It is suggested you accompany this letter with the additional required yearly parent documents - Parental Engagement Policy and School Parent Compact.

Guidance for Preparing Notification Required Under ESSA Sec. 1112:

Parent's Right to Request a Teacher's and a Paraprofessional's Qualifications

In accordance with Every Student Succeeds Act of 2015, all LEAs are required to notify parents at the beginning of each school year of their 'Right to Know' the professional qualifications of the student's classroom teachers and paraprofessionals.

Requirements for Content of the Notification

• LEAs notifications **MUST** use the language of the law. *In compliance with the requirements of the Every Students Succeeds Act, parents may request the following information:*

1. *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.*

2. *Whether the child is provided services by paraprofessionals and, if so, their qualifications.*

For verification purposes, notifications must contain the month/year of dissemination or, if included in another document, the primary document must contain a date.

- For verification purposes, the name of the LEA and/or school must be included.
- Responses to requests must be provided in a timely manner.
- Maintain records of annual notifications that meet the above requirements.

Best Practices for the Notification

ESSA does not prescribe the exact method of dissemination for notifications. The following are considered best practices when notifying parents.

- Notify parents in multiple formats in order to ensure that all parents have the opportunity to receive the information. This may include, but is not limited to a LEA or school handbook, a letter mailed home, inclusion in a newsletter or brochure, posting on a website, and/or a school-wide email.
- Notify parents, to the extent practicable, in a language that they may understand.

Please note this link to the State Department Educator Qualification Search <https://ed.sc.gov/educators/teaching-in-south-carolina/professional-practices/educator-qualification-search/>