TO: All Parents in Title I Schools

FROM: Sheila Wallace
Director of Federal Programs

RE: 2019 – 2020 Notification to Parents of Teacher Qualifications

The federal Every Student Succeeds Act (ESSA) law requires school districts to notify parents of children attending a Title I school of their right to know the professional qualifications of the classroom teachers who instruct their child.

As a recipient of Title I funds, Nash-Rocky Mount Public Schools will provide, to you, information concerning qualifications of your child’s teacher. Specifically, you have the right to request the following information about each of your child’s classroom teachers:

- Whether the teacher meets the state qualifications and licensing criteria for the grades and subjects that he or she teaches.
- Whether the teacher is teaching under emergency or provisional status due to special circumstances.
- The teacher’s college major, whether the teacher has any advanced degrees, and the field of discipline of the certification or degree.
- Whether teacher assistants provide services to your child and, if so, their qualifications.

In addition, the law requires that all schools that receive Title I funds must provide notification to every parent in the school whose child is being taught for four or more weeks by a teacher who does not meet “Highly Effective” criteria, regardless of whether or not the teacher is being paid with Title I funds.

Nash-Rocky Mount Public Schools is committed to providing quality instruction for all students and does so by employing the most qualified individuals to teach and support each student in the classroom. If you would like to receive any of the information listed above for your child’s teacher, please complete the enclosed form and return to the school.
TEACHER/TEACHER ASSISTANT INFORMATION REQUEST FORM

Nash-Rocky Mount Public Schools 2019 – 2020 School Year

Request for Information About Teacher/Teacher Assistant Qualifications

Instructions to Parents: Please complete this form. Use a separate form for Teacher or teacher assistant. Return the completed form to your school’s office or mail to:
Nash-Rocky Mount Public Schools
Human Resources Department
Attn: Natalie Robinson
930 Eastern Avenue
Nashville, North Carolina 27856

Information will be sent to you within 30 days.

School Name: _____________________________________________________________

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):

<table>
<thead>
<tr>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
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Fax Number: ____________________________________________

Daytime telephone number in case of questions: ____________________________

FOR HUMAN RESOURCES USE ONLY:

Received by: ___________________________
             School/Date/Initials

Received by: ___________________________
             Human Resources/Date/Initials

Completed by: ___________________________
                Initials/Date

Copy to: ________________________________