

Sample Letter – Title I, Part A Parents Right-To-Know

[Use LEA or School Letterhead]

To: All Parents or Guardians

From: [Insert school name]

Date: [Insert date]

Subject: **Notification of Parents of Rights**

The letter serves as notice of your parental rights to request and receive information and notifications regarding your child's education in a building receiving Title I, Part A funds under ESSA. Response to your request and notifications on the part of the school must be completed in a timely manner. The following information, in accordance with Every Student Succeeds Act, is available to you, as the parent, upon request:

- Information regarding the professional qualifications of your student's classroom teachers.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.
- Information on the level of achievement and academic growth of your student on state assessments.
- Information regarding the school and school district state report cards.

In addition to the above information, schools must provide the following:

- Parent notification if their student has been taught for four or more consecutive weeks by a teacher who does not meet the applicable state certification requirements at the grade level and subject area in which the teacher has been assigned. [ESSA 1112(e)(1)(B)(ii)].
- Parent notification on how and where to access information on state academic assessments and school and district state report cards.

If you would like to receive any additional information about any of the above issues, please contact [insert contact name] at [insert telephone number].