

Sample Parent/Guardian Notification – School Accountability Information & “Right-to-Know”: Teacher Qualification Request

The federal Elementary and Secondary Education Act (ESEA) requires that certain accountability-related information be communicated to families of children enrolled in a district’s schools. This information must include, at a minimum: (1) the accountability and assistance level of the child’s school and district; (2) the reason for the level designation, such as the aggregate or high needs groups not meeting cumulative progress and performance index (PPI) targets; (3) an explanation of what the level designation means; and (4) an explanation of the school and/or district improvement activities the district has initiated to increase performance in Level 2-4 schools, and how parents/guardians can become involved in school and district improvement activities.

In addition, districts that receive Title I, Part A funds are required to annually notify the parents of students attending any school that receives funds under Title I, Part A that a parent may request, and the district will provide the parent on request (and in a timely manner), information regarding the professional qualifications of the student’s classroom teacher(s). Each notification letter must: (1) Specify whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; (2) Specify whether the teacher is teaching under an emergency license or waiver through which the State qualifications or licensing criteria have been waived; (3) Give the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field or discipline of the certification or degree; and (4) State whether the child is provided services by paraprofessionals and, if so, give their qualifications.

This information must be shared with parents/guardians notified at or near the beginning of the school year, be easy to understand, and, to the extent practicable, be in a language the parents/guardians can understand.

[DATE]

Dear Parent or Guardian:

Under the federal Elementary and Secondary Education Act (ESEA), districts receiving federal Title I, Part A funds must provide all parents/guardians of enrolled students with the annual accountability information for their child's school. The 2013 accountability information for [SCHOOL NAME] is included below.

- **Accountability and Assistance Levels:** Schools and districts are placed into one of five accountability and assistance levels (1-5), with the schools that are meeting their gap-narrowing goals in Level 1 and the lowest performing schools in Level 5. Our school has been placed into Level [CUSTOMIZE] because [CUSTOMIZE].
- **School Percentiles:** A school percentile between 1 and 99 is reported for most schools. This number shows the overall performance of our school relative to other schools that serve the same or similar grades. Our school percentile is [CUSTOMIZE]. This means that our school is performing higher than [CUSTOMIZE] percent of the [CUSTOMIZE: elementary/middle/high/etc.] schools in the state.
- **Progress and Performance Index (PPI):** The PPI is a number that indicates our school's progress toward narrowing proficiency gaps, or, in other words, helping all students reach proficiency and be prepared for success after high school. Massachusetts has set a goal of reducing proficiency gaps by half between the years 2011 and 2017. For a group of students to be considered to be making sufficient progress toward narrowing proficiency gaps, its cumulative PPI must be 75 or higher. The table below provides the cumulative PPI for our "all students" and "high needs students" groups:

Student group	2013 Cumulative PPI
All students	[CUSTOMIZE]
High needs students <i>(Low income students, students with disabilities, and current and former English language learners)</i>	[CUSTOMIZE]

[LEVEL 2-4 SCHOOLS: To improve student achievement in our school, we are... (CUSTOMIZE)].

We encourage you to become involved in helping us improve our school. Some of the ways you can become involved are:

- Encouraging your child's learning at home
- Attending parent-teacher meetings and other special meetings
- Serving as a volunteer in our school or district
- Encouraging other parents to become involved

In addition, if your child attends a school that receives federal Title I funds, you also have the right to request the following information about the qualifications of your child's classroom teacher(s):

- Whether your child's teacher is licensed in the grade levels and subject areas they teach
- Whether your child's teacher is teaching under an emergency license or waiver
- The college degree and major of your child's teacher
- Whether your child is provided services by paraprofessionals and, if so, their qualifications

For more information about what we are doing to improve student achievement, or to request information about your child's teacher(s), please feel free to contact us at [CUSTOMIZE].

Sincerely,

[NAME, TITLE]