



# Nash County Public Schools

**TO: All Parents in Title I Schools**

**FROM: Janet Morris  
Director of Federal Programs**

**RE: 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 County 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 County 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 County Public Schools

\_\_\_\_\_ 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 County Public Schools  
Human Resources Department  
Attn: Britney Stewart  
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):

\_\_\_\_\_  
Address City State Zip

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: \_\_\_\_\_