



**PITT COUNTY**  
— **SCHOOLS** —

Federal Programs  
1058 Moye Blvd.  
Greenville, North Carolina 27834

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**To: Title I School Parents**  
**From: Dr. Steve M. Lassiter Jr.**  
**Assistant Superintendent**  
**Education Programs & Services**

**Dr. Shannon Cecil**  
**Federal Programs Director**

**Date: September 1, 2023**

**Subject: Notification to Parents of Teacher and Teacher Assistant Qualifications**

The Federal Every Student Succeeds Act (ESSA) replaced The Elementary and Secondary Education Act (ESEA), which 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 these funds, Pitt County Schools will provide you with this information in a timely manner if you request it. 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 core academic subjects he or she teaches.
- Whether the teacher is teaching under emergency status because of special circumstances.
- The teacher's college major, whether the teacher has any advanced degrees, and the field or 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 is not Highly Qualified.

Pitt County 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 send it in as directed in the instructions. Please note that most of this information is accessible through North Carolina Department of Public Instruction (NCDPI) License Verification Website, <https://vo.licensure.ncpublicschools.gov/datamart/loginNCDPI.do> You may search for this information by entering the teacher's name. Information obtained through the NCDPI's License Verification Website is intended for informational use only and is not an official record.

Encl.: Teacher/Teacher Assistant Information Request Form

**Pitt County Schools**  
**TEACHER/TEACHER ASSISTANT INFORMATION REQUEST FORM**

**Request for Information about Teacher/Teacher Assistant Qualifications**

Instructions to Parents: Please complete this form. Use a separate form for each teacher or teacher assistant. Return the completed form to your school's office. 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):

\_\_\_\_\_  
City State Zipcode

Fax number: \_\_\_\_\_

Daytime telephone number in case of questions: \_\_\_\_\_

For district use:  
Received by: school/date/initials  
Received by: HR/date/initials  
Completed by: initials/mail/fax/date