



August 30, 2019

Dear Parents,

In compliance with the requirements of the Every Student Succeeds Act (ESSA) the **Richland School District** would like to inform you that you may request information about the professional qualifications of your student's teacher(s) or instructional paraprofessional(s).

A. The following information may be requested for teacher(s):

1. *Whether the teacher has met Washington teacher certification requirements for the grade level and subject areas in which the teacher provides instruction.*
2. *Whether the teacher is teaching under an emergency or other provisional status through which Washington qualifications or certification criteria have been waived.*
3. *The college major and any graduate certification or degree held by the teacher.*
4. *Whether the student is provided services by paraprofessionals, and if so, their qualifications.*

B. The following information may be requested for instructional paraprofessional(s):

Paraprofessionals must work under the supervision of a certified teacher. In schools that operate a schoolwide program, all paraprofessionals must meet professional qualifications. In a Targeted Assistance program, any paraprofessional who is the direct supervision of a certificated teacher must meet the professional qualifications.

Paraeducators can provide a copy of their high school diploma — transcripts are not necessary. Schools that operate a Title I, Part A program must have a high school diploma or GED and completed the following:

1. *Completed at least two years of study at an institution of higher education; or*
2. *Obtained an associate's or higher degree; or*
3. *Pass the ETS ParaPro Assessment. The assessment measures skills, and content knowledge related to reading, writing and math;*
4. *Completed previously the apprenticeship requirements and must present a journey card or certificate. The portfolio and apprenticeships are no longer offered for enrollment; however, the Office of Superintendent of Public Instruction (OSPI) will continue to honor this pathway.*

If you wish to request information concerning your child's teacher's and instructional paraprofessional's qualification, please contact the Richland School District Human Resources Department.

Sincerely,

Richland School District
Teaching, Learning & Curriculum Department
State and Federal Programs

Richland School District
615 Snow Avenue – Richland, WA 99352 – (509) 967-6000