

- CERTIFIED PERSONNEL -

**ESSA Qualification Notifications**

**ANNUAL NOTIFICATION - OPTION TO REQUEST PROFESSIONAL QUALIFICATIONS**

<b>TO:</b> _____ <i>Parent's Name</i>
<b>FROM:</b> _____ <i>School Name</i>
<b>REGARDING:</b> _____ <i>Student's Name</i>
<b>DATE:</b> _____ <b>GRADE</b> _____

Dear Parent/Guardian,

Because our District receives federal funds for Title I programs as a part of the Every Student Succeeds Act (ESSA), you may request information regarding the professional qualifications of your child's teacher(s) and paraprofessional(s), if applicable.

If you would like to request this information, please contact \_\_\_\_\_ by phone at \_\_\_\_\_ or by e-mail at \_\_\_\_\_.

Sincerely, \_\_\_\_\_  
Principal/designee