

**To:** All Parents in Title I Schools  
**From:** Dr. Alisha Cloer  
**Subject:** Notification to Title 1 School Families

According to Board of Education Policy 1320/3560 you have the right to be notified of the following information: 1- The professional qualifications of the classroom teachers and / or teacher assistants who instruct your child. 2- Your child's state assessment levels and growth. 3- State required assessment information. You will receive your child's state assessment levels and growth, along with the information about the state assessments as they occur. Please see the information below regarding the requests for the professional qualifications of your child's classroom teachers or teacher assistants.

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 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 is not Highly Qualified.

Alexander 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 attached form and send in as directed.

**TEACHER/TEACHER ASSISTANT INFORMATION REQUEST FORM**

**Alexander County Schools**

Request for Information About Teacher/Teacher Assistant Qualifications

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; attention the principal. Information will be sent to you within 30 days.

**School Name:** \_\_\_\_\_

**Teacher:** Mr. Mrs. Ms. \_\_\_\_\_

or

**Teacher Assistant:** Mr. Mrs. Ms. \_\_\_\_\_

**Grade Level:** \_\_\_\_\_ **Subject (if applicable):** \_\_\_\_\_

**Name of Parent Requesting Information:** \_\_\_\_\_

**Name of Student:** \_\_\_\_\_

**Mailing Address (where information is to be sent or faxed):**

\_\_\_\_\_

**City**

**State**

**Zip Code**

**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

Copy to:

Notes:

**TEACHER/TEACHER ASSISTANT INFORMATION RESPONSE FORM**

**NAME OF TEACHER:** \_\_\_\_\_

This teacher has a (bachelor's, master's) degree in \_\_\_\_\_ (subject).

This teacher (does, does not) meet the state qualifications and licensing criteria for the grades and subjects he or she teaches. \_\_\_\_\_ (List grades/subjects.)

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This teacher (is, is not) licensed in the State of North Carolina.

(If applicable) This teacher is licensed in another state: \_\_\_\_\_

This teacher (is, is not) teaching under emergency status because of special circumstances.

**NAME OF TEACHER ASSISTANT:** \_\_\_\_\_

This teacher assistant works under the direct supervision of a Highly Qualified teacher, has a high school diploma or its equivalent, and has obtained/completed or is in the process of obtaining/completing: (check one and circle appropriately)

\_\_\_ obtained / is obtaining required coursework at an institution of higher education; **or**

\_\_\_ obtained / is obtaining an associate's degree from an accredited community college, technical school or other institution of higher education; **or**

\_\_\_ completed / is completing the North Carolina Department of Labor Teacher Assistant Apprenticeship Program; **or**

\_\_\_ completed / is completing Level I competencies of the North Carolina Association of Teacher Assistants Professional Development Program; **or**

\_\_\_ completed / is completing the community college placement tests in reading, mathematics and writing, and 96 hours of staff development in reading, writing, mathematics, working with special populations of students, technology, or classroom management; **or**

\_\_\_ completed / is completing the WorkKeys Occupational Profile for Teacher Assistants in the areas of reading, writing and mathematics, and completed 96 hours of staff development in reading, writing mathematics, working with special populations of students, technology or classroom management.