



Norma W. Gaines
Director of Federal Programs
Director of Elementary Curriculum
Monongalia County Schools
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August 22, 2023

Dear Parent or Guardian,

In accordance with ESEA Section 1111(h)(6) *PARENTS RIGHT-TO-KNOW*, Monongalia County Schools is notifying every parent of a student in a Title I school that you have the right and may request information regarding the professional qualifications of your child's classroom teacher. This information regarding the professional qualifications of your child's classroom teachers including, at a minimum, the following:

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Please contact your school's principal if you'd like to request this information.

If at any time your child has been taught for 4 or more consecutive weeks by a teacher not highly qualified, the school will notify you.

If you have any questions, please contact me at (304) 291-9210, extension 1757.

Sincerely,

A handwritten signature in cursive script that reads "Norma W. Gaines".

Norma W. Gaines