

Sample Letter to Request Information about Teachers' Qualifications

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899-555-1234
March 1, 2006

Dr. Deborah Harrison, Principal
Deltaville Middle School
1000 Main Street
Deltaville, Virginia 23043

Re: Crystal Pratt (DOB: 01/01/93)
School: Deltaville Middle School

Dear Dr. Harrison:

My daughter Crystal is an eighth grade student at Deltaville Middle School. She has four teachers: Ms. Adams, Mr. Brown, Ms. Canady, and Ms. Davis, a substitute math teacher. Crystal also receives tutoring from Ms. Evans, a paraprofessional.

When I read the publication "Teacher Quality Guide Supports Parents' Right to Know" from the U. S. Department of Education, I realized that that I am entitled to information about Crystal's teachers, including:

- (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.

I am requesting this information about the qualifications of Crystal's teachers and paraprofessional. I believe the information will help me work more effectively with her teachers.

If you have questions about my request, please call me at work (899-555-9876) or at home (899-555-1234) after 6 p.m., or you may email me at debrapratt@deltavilleva.com.

Thanks in advance for your help.

Sincerely,

Debra Pratt