

## Sample Letter to Request Information about Teachers' Qualifications

Mary Parent  
500 Oak Street  
Centerville, IN 60010  
(899) 555-1234

March 1, 2003

Dr. Ruth Boss, Principal  
Stonewall Middle School  
1000 Central Avenue  
Centerville, IN 60010

Reference: Jennifer Parent (DOB: 01/01/91)  
School: Stonewall Middle School

Dear Dr. Boss:

My daughter Jennifer Parent is a sixth grade student at Stonewall Middle School. Jennifer has four teachers: Ms. Adams, Mr. Brown, Ms. Canady, and Ms. Davis, a substitute math teacher. Jennifer also receives tutoring from Ms. Evans, a paraprofessional.

When I read "Teacher Quality Guide Supports Parents' Right to Know" in the February 1 issue of *The Achiever: No Child Left Behind Newsletter*, I learned that I am entitled to information about Jennifer'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 Jennifer's teachers and paraprofessional. I believe the information will help me work more effectively with her teachers. I am enclosing a copy of *The Achiever* so you may share this information with your staff.

If you have questions about my request, please call me at work (555-9876) or at home (555-1234) after 6 p.m. Thanks in advance for your help.

Sincerely,

Mary Parent

Enc: "Teacher Quality Guide Supports Parents Right to Know," *The Achiever* (February 2, 2003)  
<http://www.nclb.gov/Newsletter/20030201.pdf>