

**#1. Sample Letter to Request Information about Teachers' Qualifications**

**MARY PARENT**  
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899-555-1234

March 1, 2004

Dr. Charlotte Temple, Principal  
Deltaville Middle School  
1000 Main Street  
Deltaville, Virginia 23043

Re: Jennifer Parent (DOB: 01/01/91)  
School: Deltaville Middle School

Dear Dr. Temple:

My daughter Jennifer Parent is an eighth grade student at Deltaville 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 the USDOE's publication "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*. Some of the articles in this and future issues may be of interest to you and your staff.

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 can email me at [maryparent@deltavilleva.com](mailto:maryparent@deltavilleva.com). Thanks in advance for your help.

Sincerely,

Mary Parent

Enc: U. S. Department of Education publication, "Teacher Quality Guide Supports Parents Right to Know" from *The Achiever* (February 2, 2003)