



State of Wisconsin  
Department of Public Instruction

Elizabeth Burmaster, State Superintendent

DATE: October 25, 2007  
TO: District Administrators  
FROM: Michael J. Thompson, Ph.D.  
Executive Assistant  
Office of the State Superintendent  
RE: Reminder of Parent Notification Requirements Related to Teacher Qualifications

Under the federal Elementary and Secondary Education Act, also known as the No Child Left Behind Act of 2001 (NCLB), any public school teacher, elementary or secondary, who teaches a core academic subject (English, reading or language arts, math, science, history, civics and government, geography, economics, the arts, and foreign language) must be highly qualified. Special education teachers and teachers of English language learners must be highly qualified if they teach core academic subjects to their students (ESEA Title I, Section 1119).

There are two requirements for parent notification related to the teacher qualifications provision, as follows (ESEA Title I, Section 1111(h)(6) and Final Regulation Sec. 200.61 Parents' Right to Know):

- 1) At the beginning of every school year, **school districts receiving Title I funds** must notify **all** parents of children **attending Title I schools** that they may request information about the qualifications of their children's teachers. This information must be provided to parents in a uniform format, including alternative formats upon request, and to the extent practicable in a language that parents can understand.

NCLB says parents have the right to request the following information on the professional qualifications of their children's teachers:

- whether the teacher has met state qualifications and has a license for the grade level and the subject area he or she teaches;
- whether the teacher has an emergency or provisional license;
- what degrees the teacher holds and the field of discipline of his or her certification or degree; and
- whether the child is being provided services by paraprofessionals and, if so, their qualifications.

Principals may notify parents about this right with a usual communication to homes of students, such as a school newsletter or parent handbook. The notice should state that federal law gives them this right and that the school will reply in a timely fashion to requests for information.

- 2) **Individual Title I schools** (schools receiving Title I funds) also must notify parents in a timely manner:
  - when their child has been assigned, or has been taught for four or more consecutive weeks by, a teacher of a core academic subject (English, reading or language arts, math, science, history, civics and government, geography, economics, the arts, and foreign language) who does not meet the highly qualified requirements.

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More information on parent notification requirements and teacher quality can be found as follows:

ESEA Information Update Bulletin No. 02.09 – Parents’ Right to Receive Teacher Information

[http://www.dpi.wi.gov/esea/pdf/bul\\_0209.pdf](http://www.dpi.wi.gov/esea/pdf/bul_0209.pdf)

ESEA Information Update Bulletin No. 03.03 – Overview of Parent Notification Requirements in NCLB

[http://www.dpi.wi.gov/esea/pdf/bul\\_0303.pdf](http://www.dpi.wi.gov/esea/pdf/bul_0303.pdf)

ESEA Information Update Bulletin No. 02.04 - ESEA Provision for Highly Qualified Teachers

[http://www.dpi.wi.gov/esea/pdf/bul\\_0204.pdf](http://www.dpi.wi.gov/esea/pdf/bul_0204.pdf)

Sample letter to parents regarding right to receive teacher information

<http://www.dpi.wi.gov/esea/doc/sample-teacherinfo.doc>

Sample parent notification letter regarding “highly qualified” status of teacher

<http://www.dpi.wi.gov/esea/doc/sample-highlyqualifiedteacher.doc>

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