**Title I Parent “Right to Know” Notification**

(Includes Substitute for More than Four Weeks)

**To:**

**From:**

**Date:**

**Dear Parent and Guardian:**

The Federal Every Student Succeeds Act, 2015 (ESSA) requires all schools to notify parents or guardians after a class has been taught for four consecutive weeks by a teacher who is not considered highly qualified for that specific subject area. While there are a variety of ways in which a teacher can demonstrate that he or she is a highly qualified teacher in a given subject, the requirement is considerably more difficult to meet for a teacher who is responsible for teaching several core subject areas. Des Moines Public School Parents/Guardians have the right to learn about the following qualifications of their child's teacher: state licensure requirements for the grade level and content areas taught, the current licensing status of your child's teacher, and baccalaureate/graduate certification/degree. You may also request the qualifications of an instructional paraprofessional who serves your student in a Title I program or if your school operates a schoolwide Title I program.

The purpose of this letter is to inform you that Mr./Mrs. Click or tap here to enter text. is not considered highly qualified under ESSA in one or more subject areas being taught to your child. Please be assured that this does not mean that this teacher is not qualified for this assignment. Mr./Mrs. Click or tap here to enter text. does meet the state requirements for this position. Given his/her professional preparation and experience, we believe that your child is receiving a high-quality education in his/her class. (Additional information may be added at the districts discretion.)

If you have any concerns regarding this information, you have a right as a parent to review the qualifications of your child’s teachers. Please contact April Murray at [April.Murray@dmschools.org](mailto:April.Murray@dmschools.org) at 515-242-8127 if you have any questions. In addition, Parents/Guardians may request this information by sending a letter of request to the Office of Teaching and Learning, Des Moines Public Schools, 2100 Fleur Drive, Des Moines, Iowa 50321-1158.