**Title I Parents’ Right to Know Checklists**

At the beginning of each school year, any LEA receiving Title I funds shall notify parents of each student attending any Title I school of their right to know the professional qualifications of their child’s classroom teacher and paraprofessional, as outlined below. LEA’s are also required to provide an explanation of parental rights during the Annual Title I meeting.

**Parents’ Right to Know Qualifications**

LEA notifies parents of each student attending any Title I school of their right to request, and receive in a timely manner, information regarding the professional qualifications of the student’s classroom teachers and paraprofessionals. ESSA, Sec. 1112(e)(1)(A)

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| **Considerations** | **Yes** | **No** | **Comment/Evidence** |
| Does the LEA have a process and timeline for informing parents of their right to know the qualifications of their student’s classroom teachers or paraprofessionals on request? |  |  |  |
| Does the LEA distribute this “Right to Know” information to **parents of every student** in every Title I school in an understandable format, and to the extent practical, in a language that parents understand? |  |  |  |
| Does the notification include the following information:   * Whether the student’s teacher: * has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; * is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and * is teaching in the field of discipline of the certification of the teacher. * Whether a student is provided services by paraprofessionals and, if so, their qualifications. |  |  |  |
| Does the LEA maintain evidence of the notification process and timelines for responding? |  |  |  |
| Does the LEA maintain evidence that the notifications were distributed to all parents in every Title I participating school each year in an understandable format, and to the extent practicable, in a language that parents understand? |  |  |  |

**Parental Notification of Teachers Who Do Not Meet State Certification or Licensure Requirements**

LEA notifies the parents of any child in a Title I school if their child has been taught for 4 or more *consecutive weeks* by a teacher who does not meet requirements. ESSA, Sec. 1112(e)(1)(B)

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| **Considerations** | **Yes** | **No** | **Comment/Evidence** |
| Does the LEA have a process and timeline for notifying each individual parent when their child is taught for 4 or more consecutive weeks by a teacher who does not meet applicable State certification or licensure requirements at the grade level and in the subject area in which the teacher has been assigned? |  |  |  |
| Does the LEA maintain evidence of the process? |  |  |  |
| Does the LEA maintain evidence each time a notification is sent? |  |  |  |

*Note: The CRP may serve as acceptable documentation for the LEA’s process and timeline.*