

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: October 17, 2012

REVISED:

NOTICE TO PARENTS/GUARDIANS

324-AR-3. RESPONSE TO PARENTAL REQUEST FOR INFORMATION ON TEACHER OR PARAPROFESSIONAL QUALIFICATIONS

(Date)

Dear (Name of Parent/Guardian):

Thank you for your request for information about the qualifications of the teacher who instructs your child, (Name of Child), at our school. We appreciate your interest in your child's education.

(Name of Child) is currently in _____ grade at (Name of School). Your child's classroom teacher is (Name of Teacher).

(Name of Teacher) is licensed to teach (List subjects and grades teacher is licensed to teach.). This means your child's teacher (is/is not) fully licensed and qualified to provide instruction to your child under the Federal No Child Left Behind law.

(Name of Teacher) (is/is not) currently provisionally licensed or is teaching under a waiver of licensure requirements. (If teacher is provisionally licensed or teaching under a waiver, explain what this means.)

(Name of Teacher's) college degree major was (Insert name of major). This teacher has advanced degrees including the following: (List advanced degrees.)

[Choose one (1) of the following paragraphs depending on whether the child receives paraprofessional support.]

No instructional aides or paraprofessionals provide services for your child.

(or)

(Name of paraprofessional) is assigned to assist with your child's instruction. S/He has the following qualifications: (List qualifications.)

324-AR-3. RESPONSE TO PARENTAL REQUEST FOR INFORMATION ON TEACHER
OR PARPROFESSIONAL QUALIFICATIONS - Pg. 2

Again, thank you for your interest in your child's education. If you have any further questions about your child's educational program, please call me.

Sincerely,

Principal

_____ School Phone: _____