



**HAWAII DEPARTMENT OF EDUCATION**  
**ESSA Hawaii Qualified Teacher**  
**Sample Notice Parent's Right to Request Teacher Qualifications**  
**School Year 2017-2018**

This notice must be provided each year to each parent or guardian. It can be distributed in letter form (as shown below) and signed by the principal, or as a notice in a parent handbook, newsletter, or school website. Schools may customize this letter to meet their needs, however the contents of this **sample** notice must be included in the customized letter.

Dear Parents and Guardians:

The Every Student Succeeds Act (ESSA) provides parent(s)/guardian(s) of a HODOE student, the right to know the professional qualifications of the classroom teacher(s) and if the child is provided services by paraprofessionals and, if so their qualifications. Federal law allows you to ask for certain information about your child's classroom teacher(s) and paraprofessional(s) and requires us to give you this information in a timely manner upon request.

You have the right to ask for the following information about each of your child's classroom teacher(s).

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which he/she 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. Whether the teacher is teaching in the field of discipline of their teacher certification.
4. Whether any teachers' aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive any of this information, please contact our school office.

Mahalo,

School Principal