Union Elementary School
481 Heavner Grove Rd
Buckhannon, WV 26201
(304) 472-1394

August 20, 2026

RE: Parents' Right to Know Information as Required
by the Elementary and Secondary Education Act (ESEA), Section 1112(e)(1)(A)

Dear Parent(s)/Guardian(s):

Your child attends Union Elementary School, which receives Federal Title I funds to assist students in meeting state achievement standards. Throughout the school year, we will be providing you with important information about this law and your child's education. This letter lets you know about your right to request information about the qualifications of the classroom staff working with your child.

As a Title I school, we must meet federal regulations related to teacher qualifications as defined in ESEA. These regulations allow you to learn more about our teachers' training and credentials. At any time, you may ask:

- Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching
- Whether the teacher received an emergency or conditional certificate through which state qualifications or licensing criteria were waived
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and the field of discipline of the certification or degree

You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, the information above can also be provided for the paraprofessional.

If at any time your child has been taught for four or more consecutive weeks by a teacher who is not fully certified, the school will notify you.

If you have any questions about your child's assignments to a teacher or paraprofessional, please contact Mrs. Melinda Brown at Union Elementary at (304) 472-1394.

Sincerely,

Melinda Brown
Principal, Union