BIRMINGHAM CITY SCHOOLS
BUILDING LEADERS. IMPACTING THE WORLD.

Section 1:

Parents' Right-to-Know Letters

Directions:

- The Parents' Right-to-Know information must be made available to parents before September 18, 2025. It should include Part A, Part B, and the Teacher Certification Status Requests forms. Parents of EL students should also receive EL documents. These forms can be found in the "Records of Compliance" on pages 2-8.
- A letter notification will be made available to parents in the following ways:

1. Hard copies in each school's Parent Corner
2. The school and district website

- **If the parent is inquiring about the status of the teacher, they may return the "Request for Teacher Qualification" form to the school. The local school will complete (Part B), make a clear copy for the Title I box/Title I Crate records, and submit the original to parents as requested.**
- Parents' Right to Know Limited English Proficient should be sent home with all students receiving Title III Services. (Please check with your EL Teacher)

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Parents' Right-to-Know Part A

Dear Parents and Guardians:

In accordance with the Elementary and Secondary Education Act, Section 1111(h)(6) PARENTS' RIGHT TO KNOW," this is a notification from Ossie Ware Mitchell Middle School to every parent of a student in a Title I school that you have the right to request and receive information in a timely manner regarding the professional qualifications of your student's classroom teachers. This information regarding the professional qualifications of your student's classroom teachers shall include the following:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria has been waived.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you would like to receive this information, please complete the top portion of the enclosed form, and return the form to your child's school. Should you have any questions, feel free to contact me Wander Riley Bishop, principal of Ossie Ware Mitchell Middle at (205-231-9400), and I will be happy to assist you.

Additionally, if at any time your student has been taught for 4 or more consecutive weeks by a teacher that is not State Certified, you will be notified by the school of this information.

Parents Right-to-Know Part B

(Teacher Qualifications)

Title I Section 1111 (h)(6)

(6) PARENTS RIGHT-TO-KNOW

(A) QUALIFICATIONS- At the beginning of each school year, a local educational agency that receives funds under this part shall notify the parents of each student attending any school receiving funds under this part that the parents may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:

(i) Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.

(ii) Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.

(iii) The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.

(iv) Whether the child is provided services by paraprofessionals and, if so, their qualifications.

(B) ADDITIONAL INFORMATION- In addition to the information that parents may request under subparagraph (A), a school that receives funds under this part shall provide to each individual parent—

(i) information on the level of achievement of the parent's child in each of the State academic assessments as required under this part; and

(ii) timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

(C) FORMAT- The notice and information provided to parents under this paragraph shall be in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand.

Include with the Parents Right-to-Know Letter

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Request for Teacher Qualifications

(This letter should only be returned if you are requesting information)

Title I, Part A of Every Student Succeeds Act (ESSA) Public Law Number 114-95.
Include with the Parents Right-to-Know Letter

(PART A)

I am requesting the professional qualifications of (Teacher's Name)_____

who teaches my child, _____ at _____
Child's Name (Please Print) School (Please Print)

My mailing address is _____
Street (Please Print) City Zip

My telephone number is _____.

My name is _____.
Name (Please Print)

_____ _____
Signature Date

(PART B): This Section to be completed by the local school.

Date Form Received: _____ Received by: _____

Teacher's Name: _____ **Subject:** _____

Has the teacher met state qualifications and licensing criteria for the grade levels and subject areas in which he/she teaches? Circle one. Yes No

Is the teacher teaching under emergency or other provisional status?
Circle one. Yes No

Undergraduate Degree: _____ (University/College)
Major Discipline: _____
Graduate Degree: _____ (University/College)
Major Discipline: _____

Paraprofessional's Name: _____ **Area of Support:** _____

Does a paraprofessional provide instructional services to the student? ____Yes ____ No (Check one)

If yes, what are the qualifications of the paraprofessional? Check all that apply.

____High School Graduate / Year _____
____ Earned College credit at a 2-year Community College Credit _____ (Hours)
___ Earned Associates Degree at a 2-year Community College
Name of College _____ Year _____
___ Earned College/University Credit _____ (Hours)
___ Earned Undergraduate Degree from a 4-year College
Name of University/College _____ Major/Discipline _____

_____ _____
Signature of Person Completing Form **Date Returned to Parent**