

(B-4) Title IA: Parent Notification of Teacher Qualifications

As a pass-through entity for Federal education funds, the Maine Department of Education (Maine DOE) has prepared this guidance document to assist Federal program subrecipients in adhering to the statutory requirements for the Title I, Part A program.

The information provided in this document serves as general guidance being provided by the Maine DOE. Subrecipients under the Title I, Part A program should refer to the full text of the regulations which govern the use of these federal funds, which can be found at under the [Elementary and Secondary Education Act](#) and within the [Code of Federal Regulations](#).

Subrecipients of Federal funds are solely responsible for meeting all applicable Federal regulations.

Definitions: *Parent's Right to Know* is the term used in statute that refers to notifications and communications that Title I, Part A programs disseminate within the first four weeks of a school year. Usually, this letter is a combination of the requirement for Title I programs to communicate to parents that they have the right to request information on professional qualifications of the student's teachers and may also include information about parent's right to know the level of achievement their child attains on state academic assessments and how to request information about state assessments. They may be in the same communication or shared separately.

When applicable, Title I programs must also inform parents if their child has been assigned to, or taught for four or more consecutive weeks, by a teacher so who does not meet applicable state certification or licensure requirements.

Statutory Requirements: Elementary and Secondary Education Act: Sec [1112\(e\)\(1\)\(A\)](#)

State Guidance: At the beginning of each school year, a local educational agency that receives funds under Title I, Part A part shall notify the parents of each Title I student (Targeted Program – Identified Students, Schoolwide Program – all students) that they may request, and the LEA will provide in a timely manner, information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following:

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 the child is provided services by paraprofessionals and, if so, their qualifications.

[Sample Parent's Right to Know Letter](#)

More information about the Parents' Right to Know is on the last page of [this guidance](#)

Relevant Documentation:

- A copy of the notice sent to parents (this may include testing information as well and be the same notice that also meets the requirement for monitoring item B-5)
- A narrative to describe how the notice was disseminated

Technical Assistance:

Please feel free to contact your [ESEA Regional Program Manager](#) at the Maine DOE if you have any questions relative to the contents of this document or the requirements for leveraging these Federal funds.