



ADMINISTRATION BUILDING

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701 West Gregory Street - Mount Prospect, Illinois 60056  
P (847) 394-7300 | F (847) 394-7311 | [www.d57.org](http://www.d57.org)

October 7, 2014

Dear Parent/Guardian:

In accordance with ESEA Section 1111(h)(6) *PARENTS RIGHT-TO-KNOW*, this letter intends to notify every parent of a student in a Title I school that you have the right and may request information regarding the professional qualifications of your child's classroom teacher. This information regarding the professional qualifications of your child's classroom teachers including, at a minimum, the following:

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher 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. 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.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

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

If you have questions, please feel free to contact me at (847) 394-7300 extension 1002.

Sincerely,  
*Susan D. Woodrow*  
Susan Woodrow, Ed.D.  
Assistant Superintendent  
for Curriculum and Instruction