



**Abilene Unified School District No. 435**

Board of Education Offices

213 N. Broadway, Abilene, Ks. 67410

Phone: (785) 263-2630 Fax (785)263-7610

Dear Parent or Guardian:

Our school receives federal funds for Title I, Part A programs. 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.

You have the right to request information regarding the professional qualifications of your child's classroom teachers(s). If you request this information, the district or school will provide you with answers to the following questions as soon as possible:

1. Has your child's teacher met state licensing requirements for the grade level and subject in which the teacher is providing instruction?
2. What are the college degree majors and the fields of discipline for any graduate degrees or certificates the teacher holds?

If teaching under emergency status:

3. Is the teacher working under an emergency status for which state licensing requirements have been waived?

You also have the right to request information regarding the professional qualifications of the paraprofessional(s) assisting your child's teacher(s). If you request this information, the district or school will provide you with answers to the following questions as soon as possible.

1. Is your child is receiving Title I, Part A services from a paraprofessional? If yes,
  2. Has she/he completed at least two years of study at an institution of higher education?
  3. Has she/he completed an associate's (or higher) degree?
  4. Has she/he met a rigorous standard of quality by meeting our state's certification procedure for determining the quality of paraprofessional staff?

5. Does she/he have the (a) knowledge of, and ability to assist in instructing, reading, writing, and mathematics or (b) knowledge of, and the ability to assist in learning activities such as homework, reading readiness, learning or reach, writing, mathematics, and other support as appropriate?

If you would like to request this information, please contact your child's school district by phone at 785-263-2630 or by e-mail at [ccooper@abileneschools.org](mailto:ccooper@abileneschools.org) .

If at any time your student has been taught for four (4) or more consecutive weeks by a teacher(s) that is not highly qualified, you will be notified by the school of this information.

Should you have any other questions regarding your child's education, please don't hesitate to call me at the number below.

Sincerely,

Chris Cooper  
Assistant Superintendent  
Abilene Public Schools