



Talent Office
 Assessment and Compliance Division
 125 South Clark, 2nd Floor
 Chicago, Illinois 60603
 773.553.5600

September 30, 2013

Dear Parent/Guardian:

The Federal No Child Left Behind Act (NCLB) requires school districts to inform parents of their “right to ask” for the educational qualifications of their child’s classroom teachers. Specifically, parents have the right to know:

- If their child’s teachers have met state qualification and licensing criteria for the grade levels and subject areas they teach
- If their child’s teacher(s) are teaching under emergency or other provisional certificate status
- The undergraduate degree major of the teacher and any graduate degree they may hold; and
- The qualifications of any paraprofessionals providing services to their children.

If you wish for any or all of the information, please complete and return the form below to your child’s school. Please be aware that teaching certificate and NCLB qualification data for teachers will not be available until second semester (February). At that time, parents who have completed and returned the form below can pick up the information from the school.

If you have any additional questions, please contact me.

Sincerely,

Principal

“Right to Ask”

I request a letter stating the qualifications of my child’s teacher(s); please hold at the school for pick-up. I understand this information will not be available until second semester (February).

Parent/Guardian Name: _____

Telephone Number: _____

School Name: _____

Child’s Name (one child per form): _____

Child’s Grade/Subject Requested: _____

Teacher(s) Name(s) (if known): _____

Parent/Guardian Signature: _____

I request the letter to be written in the following language (please check one):

English Polish Arabic Bosnian Spanish Chinese Urdu