**Dear Parent/Guardian:**

**Your child attends a school in the Norwalk City School District that receives Federal Title I funds to assist students in meeting state achievement standards. Throughout the school year, we will be providing you with important information about this law and your child’s education. This letter informs you about your right to request information about the qualifications of the classroom staff working with your child.**

**The Norwalk City Schools are very proud of our teachers and feel they are ready for the coming school year, and are prepared to give your child a high-quality education. As a Title I School, we must meet federal regulations related to teacher qualifications as defined in ESEA. These regulations allow you to learn more about your child’s teachers’ training and credentials. We are happy to provide this information to you. At any time you may ask:**

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; and**
3. **Whether the teacher is teaching in the field of discipline of the certification of the teacher;**
4. **Whether your child is provided services by paraprofessionals and, if so, their qualifications.**

**Parents may request teacher qualification information. All requests must be made in writing and should include the following information: student’s full name, legal parent/guardian’s full name, address, city, state, zip code and teacher’s name. Your request can be sent to:**

**Main St. Intermediate School**

**Mr. Rick Hudgel, Principal**

**80 East Main St.**

**Norwalk, OH 44857**

**Sincerely,**

**Rick Hudgel**

**Principal**