

March 1, 2013

Dear Parent/Guardian:

IntelliSchool – Metro receives federal Title I, Part A funding. Throughout the school year we will be providing you with important information about this law as it relates to your student's education. This letter lets you know about your right to request information regarding the professional qualifications of the classroom staff working with your student.

At your request, our school/district will provide you with the following information regarding the qualifications of your student's teacher(s):

- Whether the teacher met state qualifications and certification requirements for the grade level and subject he or she is teaching
- Whether the teacher is teaching under emergency or provisional status because of special circumstances
- Whether the teacher has any advanced degrees and the field of discipline of the teacher's certification or degree

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

You may also ask whether your student receives help from a paraprofessional. If your student receives Title I, Part A services from a paraprofessional, we can provide you with the following information:

- Whether the paraprofessional has completed at least two years of study at an institution of higher education
- Whether the paraprofessional has completed an associate's degree (or higher)
- Whether the paraprofessional has met a rigorous standard of quality through our state's certification procedure for determining the quality of paraprofessional staff
- Whether the paraprofessional has (a) the knowledge of and ability to assist in instructing reading, writing, and mathematics or (b) the knowledge of and the ability to assist in learning activities, such as homework, reading readiness, writing, mathematics, and other support as appropriate

If you have any questions about your student's teacher or paraprofessional, please contact me at (602) 564-7240; lolivas@intellischool.org.

Sincerely,



Louis Olivas, Site Administrator