



Department of Human Resources
320 N. Elizabeth, Chicago, IL 60607
773.553.6767

October 15, 2009

Dear Parent/Guardian:

The Federal No Child Left Behind Act (NCLB) requires that school districts inform parents of their "right to ask" for the educational qualifications 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 certificate and NCLB qualification data for teachers will not be available until second semester. 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.

Parent/Guardian Name: _____

Telephone Number: _____

School Name: _____

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

Child's Grade/Subject Requested: _____

Teacher(s) Names (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

Please retain a copy of this letter on file at your school in case of an ISBE audit.