



Sample Letters

SAMPLE REQUEST FOR THE PROFESSIONAL QUALIFICATIONS OF THE STUDENT'S CLASSROOM TEACHERS

(for schools that receive Title 1 funding, as per NCLB)

(Keep a copy of this letter for your records)

NOTE: Should be sent to the Principal. Keep a copy for your records.

(Date)

Dear _____,

This is to request that you provide me with information about the following teachers who are my child's classroom teachers:

(List names of each teacher):

The information I am seeking includes whether this/these teacher(s):

- Have met State qualifications for the grade levels and subject areas in which each teacher provides instruction,
- Are teaching under emergency or other professional status that the State has waived,
- The degree major of the teacher(s) and any other graduate certification or degree held by the teacher(s) and the field of discipline of the certification or degree, and
- Whether my child is provided services by paraprofessionals and if so, their qualifications.

I appreciate your attention to this matter.

Sincerely,

(Your name address, telephone number and email address)

cc: (List of other people to whom you are sending a copy of this letter)

For more information on the special education process, and upcoming workshop opportunities, please visit our website at www.nhspecialled.org. Be sure to read our brochure, "Steps in the NH Special Education Process".