



## Parents Right To Know (ESEA Section 1112)

### Helpful Tips on Parents Right to Know Issued by Effective Educators and Schools (Title I-A/II-A)

#### Purpose

Parents Right to Know is a requirement under the Every Student Succeeds Act reauthorization, and is located in Section 1112(e)(1)(A) of the reauthorized law. This section of ESEA has two significant components. The first requires the LEA to inform parents/guardians they have a right to request and review their child's teacher credentials. The second portion of this section requires the LEA to inform parents/guardians if their child is being instructed by a teacher that is not appropriately certified to teach in their state for four or more weeks. When this situation occurs, the LEA **must** notify the impacted students parent/guardians with a four-week letter.

Due to the implications of COVID-19, the State of Arizona Department of Education has responded to implement protocols to assure each LEA is able to serve their students, and remain compliance with Federal grant programs. There has been no waiver or adjustment issued by the USDOE regarding ESEA 1112(e)(1)(a), and thus the LEA still has the obligation to implement their local policies regarding this section.

#### COVID-19 Specific Guidance

The US Department of Education has not issued any waivers, exceptions, or delays regarding the Four Week Letter or Parents Right to Know requirement under ESEA. This includes if the school is providing instruction off site through on-line learning; distance learning model; and/or a hybrid model of instruction. The location of instruction does not change the requirement. Local Education Agencies should consult their Governing Board Policies, Arizona Revised Statutes, Arizona State Board Rules, and Federal ESEA law for precise specific guidance when warranted.

#### Four-Week Letter Requirement

The four-week letter is required to be sent to parents/guardians when a teacher, who does not meet the requirements for the course(s) to be deemed appropriately certified, instructed their child for four consecutive weeks. If a school has a teacher(s) instructing that is not appropriately certified, and the school receives Title I-A funding they must issue the four-week letter. This requirement must be adhered to by all **schools** that receive Title I-A funding, and is not determined by the LEA participation in Title I-A.

The LEA may utilize the four-week templates provided by the Arizona Department of Education, or they may develop their own four-week letter. If an LEA develops their own template it must provide the following information:

- The school is a Title I-A school and the notice is a requirement of section 1112(e)(1)(A);
- Their child is receiving instruction by a teacher that is not deemed appropriately certified in the State of Arizona;
- The name of the teacher, grade level(s), and specific subject areas the teacher provides instruction.

## How to Send Out a Four-Week Letter

The LEA may choose to disburse the Four-Week Letter in a manner that meets the needs of their community. Prior to the COVID-19 pandemic this was typically done by sending notice home with students. However, that may not be an option with many LEAs continuing to participate in on-line learning, or hybrid models. The LEA may select the method for delivery, provided the selected method assures opportunity for all impacted student families receive the notice. Examples of effective methods could be electronic mail, traditional mail, or LEA contact management systems. It is recommended that the LEA provide consistent modes of delivery to assure equitable access to all impacted parents/guardians.

## Parents Right To Know

The other component of 1112 (e)(1)(a) is the parents/guardians have a right to request the qualifications of their child's teacher. The LEA may provide information they deem appropriate to demonstrate the teacher qualifications. Examples of qualifications could be a resume, curriculum vitae, copy of teaching certificate, and/or other documents that specify the teacher's qualifications. The parent/guardians do not have a right to access confidential information or the teacher's personnel documentation. LEAs should identify what information will be provided if requested; how the LEA will provide annual notice to parents/guardians about this right; and how the LEA will provide the selected documentation upon request. These are local decisions, but the department would recommend the LEA be consistent in how the annual notice is published; what information is disbursed; and the method of disbursement.

## Who Do I Contact for More Information?

Effective Educators and Schools (Title I/II)	Arizona Department Certification Unit
<p>Review a scenario/situation to determine if a four-week letter is required.</p> <p>Obtain materials, documents, and templates related to Parents Right to Know and the Four-week Letter requirement.</p> <p>Review and feedback on the LEA Four-week letter; process; and/or procedures.</p> <p>Request, procedures, and documentation required for the Parents Right to Know regarding teacher qualifications.</p> <p><b>Contact Information:</b>  <i>It is recommended districts contact their LEA assigned Title IA-II-A program specialist. A list of program specialist can be found at this link:</i>  <a href="#">Title I-A/II-A Program Specialist Caseloads</a></p> <p><b>Specific</b> contact information for Title I-A/II-A program specialist can be found on the <a href="#">ADE Title I Contacts</a></p>	<p>Verify a teaching certificate credentials and/or endorsements.</p> <p>Inquiries regarding certificate qualifications.</p> <p>Guidance and support in obtaining a <b>Restricted Emergency Certificate</b>.</p> <p>Check the status of a submitted teacher certificate application.</p> <p><b>Contact Information:</b>            Phone Hours: 8:30 AM to 4:30 PM            (602) 542-4367            certification@azed.gov  <a href="mailto:certification@azed.gov">certification@azed.gov</a></p>

## Attached Resources and Links

- Link to ESEA section 1112, Parents Right To Know [ESEA Section 1112](#)
- Link to ADE Effective Schools and Educators Web Page (Title I/II) [ADE Title I/II Homepage](#)
- Link to ADE Certification Unit [ADE Certification Unit](#)
- Attached ADE Four Week Letter Template [Four Week Letter Template](#)