



Talent Office  
42 W Madison  
Chicago, Illinois 60602

February 2016

Dear Parent/Guardian:

The Federal No Child Left Behind Act (NCLB) requires school districts to inform parents of their “right to ask” for the educational qualifications of their child’s classroom teachers. Specifically, parents have the right to know if their child’s teacher:

- Has met state qualification and licensing criteria for the grade levels and subject areas they teach
- Is teaching under emergency or other provisional license status
- Holds an undergraduate degree major and and/or graduate degree
- If applicable, paraprofessional qualifications meet state standards

If you wish for any of the information, please complete and return the form below to your child’s school.  
If you have any additional questions, please contact me.

Sincerely,

Principal

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**“Right to Ask”**

☐ **I request a letter stating the qualifications of my child’s teacher (please hold at the school for pick-up).**

Parent/Guardian Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

School Name: \_\_\_\_\_

Child’s Name (one child per form): \_\_\_\_\_

Child’s Grade/Subject Requested: \_\_\_\_\_

Teacher Name (if known): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_