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# MEMORANDUM

TO: Vermont Superintendents and Principals  
 FROM: Debora Price, Director of Educator Quality  
 DATE: March 28, 2016  
 RE: Parental Notification Regarding Teacher Qualifications

With the passage of Every Student Succeeds Act (ESSA) in December 2015, the term “Highly Qualified Teacher” has been eliminated and replaced with a requirement that all states assure teachers meet the requirements of state licensure. Previously, under NCLB, schools receiving Title I funds were required at the beginning of each school year, to notify parents of each student attending the school the highly qualified status of the student’s teacher. Beginning with the 2016-2017 school year the following is a requirement:

ESSA Statute and Requirements for Schools/Supervisory Unions/Districts	AOE Support and Guidelines
<p><b>(e) PARENTS RIGHT-TO-KNOW</b>  <b>(1) INFORMATION TO PARENTS –</b>  <b>(A) IN GENERAL –</b> At the beginning of each school year, a local educational agency that receives funds under this part shall notify the parents of each student attending any school receiving funds under this part (Title I schools) that the parents may request, and the agency (LEA) will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student’s classroom teachers, including at a minimum the following:</p> <ul style="list-style-type: none"> <li>(i) Whether the student’s teacher-           <ul style="list-style-type: none"> <li>(I) has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;</li> <li>(II) is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and</li> <li>(III) is teaching in the field of discipline of the certification of the teacher.</li> </ul> </li> <li>(ii) Whether the child is provided services by paraprofessionals and, if so, their qualifications</li> </ul>	<p><i>A sample School Handbook page has been created and is included with this memo.</i></p> <p><u>Schools must provide the following:</u>            Notification to parents that they may request information regarding the professional qualifications of their student’s classroom teachers and paraprofessionals</p> <p><i>Should a family request this information, and not have internet access, Superintendents and/or their designees can run a report through the Vermont Online Licensing System for Educators that will provide the licensing information on each teacher that has registered in the online system <u>and</u> has identified their current employment.</i></p> <p><i>Tracking the qualifications for Para-educators remains the SU/SD responsibility.</i></p>

ESSA Statute and Requirements for Schools/Supervisory Unions/Districts	AOE Support and Guidelines
<p><i>(B) ADDITIONAL INFORMATION</i> – In addition to the information that parents may request under subparagraph (A), a school that receives funds under this part shall provide to each individual parent of a child who is a student in such school, with respect to such student –</p> <p>(ii) timely notice that the student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.</p>	<p><i>This area refers to substitute teachers, educators with a provisional or emergency license, and licensed educators that have been assigned to a class for which they do not hold the proper Vermont endorsement.</i></p> <p><u>Schools must provide the following:</u></p> <p>Notification to parents that their student has been assigned, or has been taught for 4 or more consecutive weeks by a teacher who does not meet State certification or licensure requirements</p> <p><i>Superintendents and/or their designees can utilize the report through the Vermont Online Licensing System for Educators that will provide the licensing information on each teacher that has registered in the online system and has identified their current employment to gather the appropriate data to meet this requirement.</i></p>

For questions regarding Parental Notification and other ESSA requirements, please refer to [Transitioning to the Every Student Succeeds Act \(ESSA\) Frequently Asked Questions](#).

# Sample Handbook Language

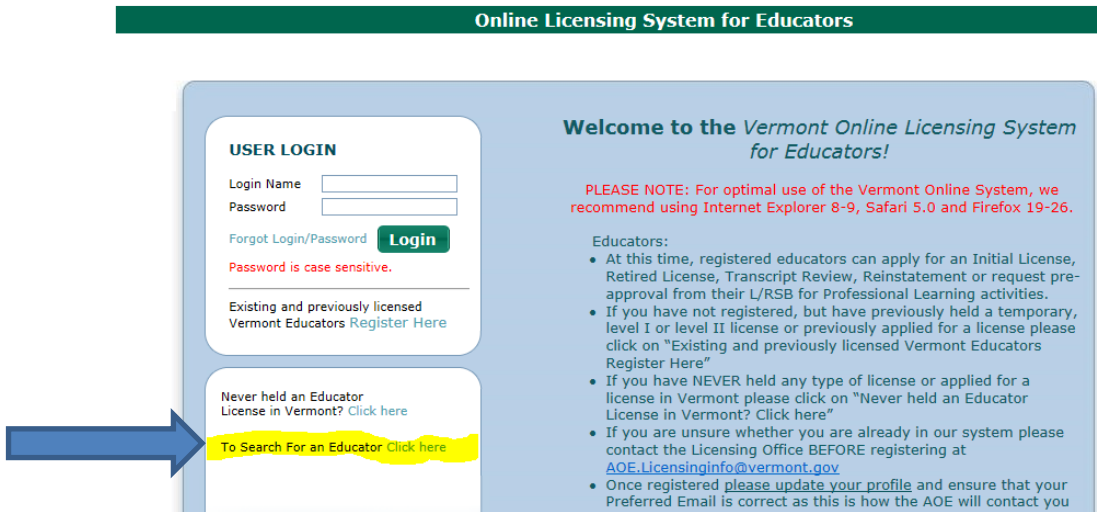
You may opt to eliminate screen shots if space does not allow

## Parental Notification Regarding Teachers Qualifications

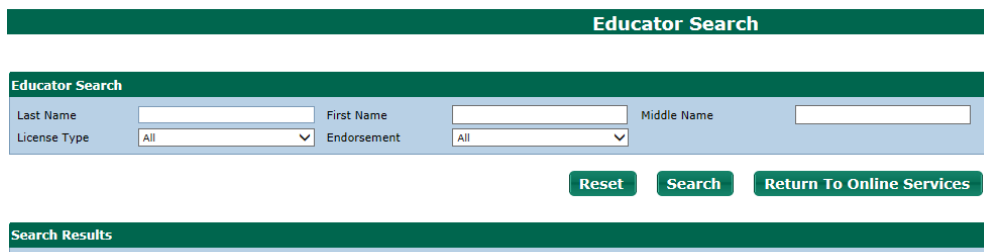
Parents in Vermont may access information about their teacher’s qualifications by visiting an online portal. If you do not have computer access, please contact [insert name of contact] to request your student’s teacher(s) professional qualifications.

Step 1 Login to access the [Online Licensing System](#)

Step 2 Click on “To Search For an Educator”



Step 3 Type in the educator’s Last Name and First Name then hit “Search”



Educator information will appear

## Parental Notification Regarding Paraeducators Qualifications

If you would like information regarding the qualifications of para-educators who work with your child, please contact [insert name of contact].