

**STAFF QUALIFICATION EXHIBIT**

**PARENTAL RIGHT TO REQUEST & REVIEW  
INFORMATION REGARDING TEACHER QUALIFICATIONS**

Dear Parents and Guardians:

In accordance with the federal No Child Left Behind Act of 2001, parents and guardians have the right to request specific information about the professional qualifications of their children's classroom teachers. As a parent/guardian of a student in the Plattsburgh City School District, you have the right to request the following information:

- if the teacher has met New York State qualifications and licensing criteria for the grade levels and subject areas he or she teaches;
- whether the teacher is teaching under emergency or other provisional status through which the State qualification or licensing criteria have been waived;
- the teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- if your child is provided services by any instructional aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

Requests for information about the qualifications of your child's teacher(s) can be directed to [Name and telephone number of Building Principal]. All requests will be honored in a timely manner. Thank you for your continued support and interest in your child's education.

Sincerely,

Superintendent of Schools

Adoption date: March 23, 2006

**STAFF QUALIFICATION EXHIBIT**  
**NOTIFICATION TO PARENTS**  
**TEACHER HAS TAUGHT CHILD FOR OVER FOUR WEEKS**  
**AND IS NOT HIGHLY QUALIFIED**

Dear Parents and Guardians:

The Plattsburgh City School District strives to offer students an educational experience that is consistent with the state's high learning standards. The district depends upon each and every teacher to make sure that this is possible on a day-to-day basis. This year, your child has been a student of [insert teacher name here.] [Insert teacher name] has been with the district for [number of year(s)] years coming to us from [prior work/educational experience]. As a staff member, [insert teacher name] has brought an extensive knowledge of [insert background] to the classroom and strives to be a positive role model for not only the children in their class, but also in the school and community.

Pursuant to the No Child Left Behind Act of 2001, the district is required to notify you if your child has been assigned to, or been taught for four or more consecutive weeks by someone who does not meet the NCLB definition of a highly qualified teacher. For your child's grade level, a highly qualified teacher must [insert applicable criteria].

[Insert teacher's name] does not meet this criteria because [insert reason]. However, the district is taking the following steps to insure that [insert teacher name] and any other teacher who currently is not becomes highly qualified in accordance with NCLB requirements.

Please contact [name and telephone number of Building Principal] if you wish to discuss this matter further.

Thank you for your continue support and interest in your child's education.

Sincerely,

Superintendent of Schools

Adoption date: March 23, 2006