

August 18, 2014

Dear Parent or Guardian:

In accordance with the *No Child Left Behind Act*, we want you to know that every parent of a student in a Title I school has the right to request and receive information regarding the professional qualifications of your student's classroom teachers.

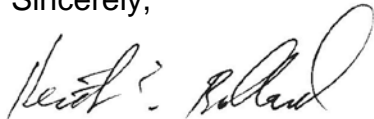
Information regarding the professional qualifications of your child's classroom teacher includes the following:

- If the teacher has met state qualification and licensing criteria for the grade level and subject areas taught;
- If the teacher is teaching under emergency or temporary status in which the state qualifications and licensing criteria are waived;
- The teacher's baccalaureate degree major, graduate certification, and field of discipline; and
- Whether the student is provided services by paraprofessionals, and if so, their qualifications

In addition to the above information, you will be notified if your child has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

If you have questions or concerns, please feel free to contact your school principal. A copy of the detailed policy is posted in your school and is also available on the Tulsa Public School web site at <http://www.tulsaschools.org>

Sincerely,

A handwritten signature in black ink, appearing to read "Keith E. Ballard". The signature is fluid and cursive, with a large loop at the end.

Keith E. Ballard, Ed.D.

Superintendent of Schools