



## Early Childhood, Special Education, and Title Services

120 SE 10<sup>th</sup> Avenue, Topeka, Kansas 66612-1182 ★ Toll Free 800-203-9462 ★ [www.ksde.org](http://www.ksde.org)

Early Childhood Services: Phone 785-296-6602 ★ FAX 785-296-6715

Special Education Services: Phone 785-291-3097 ★ FAX 785-296-6715

Title Services: Phone 785-296-3069 ★ FAX 785-296-5867

To: LCP Contacts

From: Colleen Riley, Director  
Norma Cregan, Assistant Director  
Sandy Guidry, Assistant Director  
Kerry Haag, Assistant Director  
Jana Bradfield, Assistant Director

Date: June 10, 2013

Re: Title I Parents Right to Know

No Child Left Behind (NCLB) includes several parental involvement requirements. One of those is that all districts within the State understand and comply with the requirement to notify parents in Title I schools when their children are assigned to or are being taught by a teacher who is not highly qualified in a core academic subject for four or more consecutive weeks. The Kansas State Department of Education (KSDE) must have evidence that all districts across the State complied with this provision for the school year 2012-2013.

Districts must provide KSDE a copy of an actual letter sent to parents in a Title I school for the 2012-2013 school year notifying them that their child was being taught by a teacher who was not highly qualified in a core academic subject for four or more consecutive weeks. This information must reach KSDE no later than August 1, 2013. **Please complete the information below and indicate which of the following conditions apply to the district.**

USD # \_\_\_\_\_ District Name \_\_\_\_\_

\_\_\_\_\_ One or more of the Title I schools had a class or classes taught for four or more consecutive weeks by a teacher who did not meet the NCLB highly qualified teacher requirements. Attached is a copy of an actual letter sent to parents for the following Title I school(s):

Name of school \_\_\_\_\_

Name of school \_\_\_\_\_

Name of school \_\_\_\_\_

\_\_\_\_\_ All classes were taught by highly qualified teachers. There were no substitutes or teachers who were not highly qualified assigned to any one classroom for four or more consecutive weeks.

Please complete and submit via fax, mail or email by **August 1, 2013** to:

**Nicole Clark**  
Early Childhood, Special Education & Title Services  
Kansas State Department of Education  
120 SE 10<sup>th</sup> Avenue  
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