

Dear Parent/Guardian:

As a Title I school, we must meet federal guidelines related to teacher qualifications as defined in the No Child Left Behind now ESSA (Every Student Succeeds Act). You have the right to know about the teaching qualifications of your child's classroom teacher in a school receiving Title I funds. Upon request, Career Academy (CASB) will provide the parents (in a timely manner), information regarding the professional qualifications of the student's classroom teacher, including at a minimum, the following. I. Whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction II. Whether the teacher is teaching under an emergency license or other provisional status through which the State qualification or licensing criteria have been waived; and III. Whether the teacher is teaching in the field of discipline of the certification of the teacher; IV. Whether your child is provided services by paraprofessionals and, if so, their qualifications. Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure all our teachers and paraprofessionals are highly skilled. You may ask for the information by returning this letter to the address listed below or you may fax your request to the below fax number. Be sure to give the following information with your request:

Child's full name _____
Parent/Guardian full name _____
Address _____
City, State, ZIP _____
Teacher's Name _____

If you have any questions about your child's assignment to a teacher or paraprofessional, please contact me at (574) 299 – 9800.

Sincerely,

Jeremy Lugbill
Principal
3801 Crescent Circle South Bend, IN 46628
Phone: (574) 299-9800
FAX: (574) 288-6125