

To: All Parents/Legal Guardians in Title I Schools  
From: Charlotte-Mecklenburg Schools Title I Department  
Date: August 13, 2020  
Subject: “Right to Know” Notification to Parents of Teacher and Teacher Assistant Qualifications

The federal Every Student Succeeds Act (ESSA) requires school districts to notify parents of children attending a Title I school of their **right to know** the professional qualifications of the classroom teachers who instruct their child.

As a recipient of these funds, Charlotte-Mecklenburg Schools will provide you with this information in a timely manner if requested. Specifically, you have the right to request the following information about each of your child’s classroom teachers:

- Whether the teacher meets the state qualifications and licensing criteria for the grades and core academic subjects he or she teaches.
- Whether the teacher is teaching under emergency status because of special circumstances.
- The teacher’s college major; whether the teacher has any advanced degrees, and the field or discipline of the certification or degree.
- Whether teacher assistants provide services to your child and, if so, their qualifications.

In addition, the law requires that all schools that receive Title I funds must provide notification to every parent in the school whose child is being taught for four or more consecutive weeks by a teacher who is not Highly Qualified.

Charlotte-Mecklenburg Schools is committed to providing quality instruction for all students and does so by employing the most qualified individuals to teach and support each student in the classroom. If you would like to receive any of the information listed above for your child’s teacher, please submit a written request to Ms. Kendra Clarke, Dean of Students, at [Kendra1.Clarke@cms.k12.nc.us](mailto:Kendra1.Clarke@cms.k12.nc.us) or call her at 980-343-5515.

Sincerely,

Dr. Carla Grant Mathis

Dr. Carla Grant Mathis