



Notice of Right to Know – Teacher Qualifications

Dear Parents and Community

Parents and guardians of students attending a non-public school in the Lancaster City School District receiving Title I funds have the right to know the qualifications of their child's classroom teacher(s).

The federal Every Student Succeeds Act requires school districts to notify parents of their right to know the professional qualifications of the classroom teachers who instruct their child. As a recipient of Title 1 funds, Lancaster City Schools will provide you with this information in a timely manner if you request it.

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 of 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 weeks by a teacher who is not Highly Qualified.

Additional information can be found on the [Ohio Department of Education](#) website. At the bottom of the webpage find **Community Resources**. Click on the **Educator Conduct Search** link. Type in the teachers first and last name and click search.

Parents also have the right to request this information in writing. Send your written request to the Student Services Department (2780 Coonpath Road Lancaster, Ohio 43130). Include your child's name, child's teacher's name, and your contact information (phone, and address).

Lancaster City 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 contact the building principal at your local elementary school.

Thank you,

Donna J. McCance
Director of Student Services
Lancaster City Schools