



# Illinois State Board of Education

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## BULLETIN NO. 03-08 (Updated 5/15)

**TO:** School District Superintendents  
School District Title I, Part A Directors

**FROM:** Melina Wright, Division Administrator, Title Grants Administration Division

**RE:** Title I Parent Involvement Notification Requirements

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The No Child Left Behind Act (NCLB) of 2001 makes it clear that Congress expects that schools receiving federal funds must ensure that parents are actively involved and knowledgeable about their schools and their children's education. The law requires schools to give parents information and notices in a uniform and understandable format, and to the extent practicable, in a language that the parents can understand. Attached are several key notifications that districts and schools must provide to the parents of Title I served students.

- Teacher Qualifications.
- District and School Report Cards.
- Individual Student Achievement Data.

### Parent Request for Teacher Qualifications

At the beginning of each school year, districts must notify parents that they have the right to request specific information about the professional qualifications of their child's classroom teacher(s). This information includes:

1. Whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or conditional certification.
3. The baccalaureate degree major of the teacher and other graduate certification or degree, and the field of discipline of the certification and/or degree.
4. The information must also disclose whether the child is provided services by paraprofessionals, and if so, the paraprofessionals' qualifications. [20 U.S.C. Sec. 1111(h)(6)(A)]; [U.S. Department of Education's non-regulatory guidance on Parent Involvement in Title I, Part A, question C-6.](#)

### Title I Schools Parent Notification (if the teacher is not highly qualified)

Timely notice to parents must be sent if their child has been taught for four or more consecutive weeks by a teacher who is not highly qualified. Timely notice means that this notification must be provided to parents of students no later than the end of the fourth consecutive week. The notice and information provided to the parent must be in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand. [Sec. 1111(h)(6)(B)(ii)]

Sample notification letters on Teacher Quality that meet the above requirements are available at:

- [Parents Rights to Know](#)
- [Parents Rights to Know](#) - Spanish Version
- [Parent Notification Regarding "Highly Qualified" Status of Teacher](#)
- [Parent Notification Regarding "Highly Qualified" Status of Teacher](#) - Spanish Version

### **District and School Report Cards**

At the beginning of the 2008–09 school year, every district and school must prepare and distribute to parents an annual district and school report card. ISBE prepares the information for these reports for districts and schools to use. The Report Card may be accessed on ISBE's website at <http://iirc.niu.edu> . Districts and schools may provide the information to all parents in a variety of formats. The requirements that must be included in the report cards are met through our state's report card. Districts and schools may use the link to the Illinois State Report Card for electronic distribution. Districts and schools must also provide this information in a written format to be available to those parents/guardians that do not have electronic accessibility. *[Sec. 1111(h)(1) and (2)(B)(ii)]*

### **Individual Student Achievement on State Assessments**

Each year a school that receives Title I, Part A funds must provide parents with an individual student report informing them of their child's level of achievement on the State's assessments in at least reading/language arts, and math. *[Sec. 1111(h)(6)(B)(i)]* This requirement is covered by the state's individual student academic assessment report.