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**Jacqueline M. Byrd**  
Superintendent

August 13, 2018

Dear Parents

The purpose of this letter is to let you know that Polk County Public Schools will provide information to you regarding your child's teacher and paraprofessional qualifications in a timely manner upon request.

Federal law allows you to obtain certain information about your child's classroom teacher(s) and instructional assistants and paraprofessionals.

You have the right to request the following:

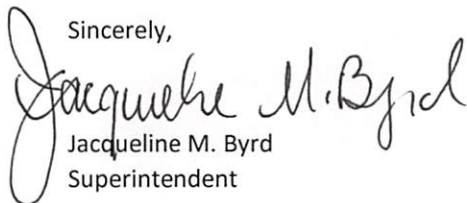
- The teacher's Florida certification area(s) and,
  - ✓ If the teacher is teaching infield or is qualified according to the District School Board of Polk County.
  - ✓ If the teacher has met state licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
  - ✓ If the teacher is teaching under temporary, emergency or other provisional status OR has been teaching for less than four years.
  - ✓ If a teacher has received a summative performance evaluation rating of unsatisfactory per s. 1012.34, F.S., Personnel evaluation procedures and criteria.
  
- The instructional qualifications of any instructional paraprofessional who provides services to your child.

You will be notified in writing if your child has been assigned or has been taught four consecutive weeks or more by a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned [ESSA 1111(g)(1)(B), 1111(h)(5)(D), and 1112(e)(1)(B)(ii)]. The information regarding the qualifications of your child's teacher and/or classroom paraprofessionals may be obtained from your child's principal.

In addition, your child's school will provide information on the level of achievement of your child on state academic assessments. This information will be available at your child's school.

Please be assured that Polk County Public Schools is dedicated to providing your child(ren) a quality education. If you would like to receive any of this information, please contact your child's school.

Sincerely,

  
Jacqueline M. Byrd  
Superintendent

STUDENTS FIRST