



# SCHOOL BOARD OF POLK COUNTY

P.O. BOX 391  
BARTOW, FLORIDA 33831

(863) 534-0500

1915 SOUTH FLORAL AVENUE  
BARTOW, FLORIDA 33830

August 20, 2015

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KATHRYN M. LeROY  
Superintendent

Dear Parent or Guardian:

The purpose of this letter is to let you know that Polk County 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 emergency or other provisional status through which state qualifications of licensing criteria have been waived.
  - ✓ The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- 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 for more than four consecutive weeks by a teacher who has not met the No Child Left Behind "highly qualified" criteria. 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 schools are dedicated to providing your children a quality education. If you would like to receive any of this information, please send a written request to your child's school.

Sincerely,

Kathryn M. LeRoy  
Superintendent