

Memo: February 17, 2006
To: **All BVSD School Principals
(Except Title I Schools)**
From: Becky McClure, Executive Director, Human Resources
Judy Skupa, Assistant Superintendent Learning Services
Re: **No Child Left Behind: Federal Requirement For ALL Schools**

Under the provisions of the Elementary and Secondary Education Act of 2002, "*No Child Left Behind*," all public school districts receiving federal funding must send a notice to parents of all children. This concerns parents' right to request and receive certain information about the qualifications of their children's classroom teachers. THIS IS MUCH THE SAME NOTICE YOU HAVE RECEIVED IN PREVIOUS YEARS – THERE IS NO CHANGE IN THE POLICY OR PROCEDURE.

NOTICE TO PARENTS

A We are attaching a document to be reproduced as a flyer for insertion in your school newsletter or for inclusion in other take-home information. All parents must receive the notice. To insure that the notice meets federal requirements, please do not make changes to text of the document.

B A Spanish-language version is also provided to be used at your discretion. (Side 2/Page 2 of the flyer document)

C Please provide this notice to all parents in your school no later than March 31, 2006. Please keep a copy of the notice in your school office on file for the next three years, in case any question arises about your compliance.

REQUESTS FOR INFORMATION ABOUT TEACHER QUALIFICATIONS

D Note that we are also supplying a standard form for parents to use when requesting information. You do not need to distribute this form to parents with the notice – just have it available in your school office. Please reproduce this as needed. Make sure your staff understand how it is to be used and what to do with any completed forms that are submitted. Your office staff may need to provide assistance in filling out the form to some parents with limited English or disabilities.

E When a completed form is turned in to your school, please relay it promptly to the Human Resources department at the Education Center via the district mail system. If you need a fresh copy of a form, they are available in .pdf format at the BVSD website:
<http://www.bvsd.k23.co.us/general/teachqualifications.shtml>.

F Under no circumstances should you or other school staff attempt to provide parents with information on a teacher's qualifications on your own. This could result in the transmission of inaccurate or incomplete information, or differential treatment of teachers in different schools.

G If and when the district receives such a request for information about the qualifications of a teacher at your school, both the principal and the teacher will be notified of this event, and provided with the same information supplied to the parent. The name of the parent requesting information will not be disclosed.

▶ If you have any questions about these requirements or how to fulfill them, please call us.