



TROTWOOD-MADISON CITY SCHOOL DISTRICT

Our Mission Is 100% Student Success!

**Trotwood-Madison
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**Trotwood-Madison
Early Learning Center**
4400 North Union Road
Trotwood, Ohio 45426
(937) 854-4511

**Madison Park
Elementary**
301 South Broadway
Trotwood, Ohio 45426
(937) 854-4456

**Westbrooke Village
Elementary**
6500 Westford Road
Trotwood, Ohio 45426
(937) 854-3196

**Trotwood-Madison
Middle School**
4420 North Union Road
Trotwood, Ohio 45426
(937) 854-0017

**Trotwood-Madison
High School**
4440 North Union Road
Trotwood, Ohio 45426
(937) 854-0878

Notice of Right to Know Teacher Qualifications

RE: No Child Left Behind (NCLB) Act, Section 1111 (h)(6)(A)

Dear Parent/Guardian:

You have the right to know about the teaching qualifications of your child's classroom teacher in a school receiving Title I funds. The federal No Child Left Behind (NCLB) Act requires that any local school district receiving Title I funds must notify parents that they may ask about the professional qualifications of their child's classroom teacher.

These qualifications include:

1. Whether the teacher has met the Ohio teacher licensing criteria for the grade level and subject areas in which the teacher provides your child instruction.
2. Whether the teacher is teaching under emergency or temporary status that waives state licensing requirements.
3. The undergraduate degree major of the teacher and any other graduate degree or certification (Such as National Board Certification: held by the teacher and the field of discipline of the certification or degree.
4. Whether your child is provided services by instructional paraprofessionals and, if so, their qualifications.

You may ask for the information by returning the letter to the address listed below, or you may fax or email your request to the fax number or email address listed below. Be sure to provide the following information with your request:

Child's full name: _____

Parent/guardian full name: _____

Address: _____

City, State, Zip: _____

Teacher's name: _____

Sincerely,
Lisa G. Minor
Director of Curriculum and Instruction