



East Lansing  
Public Schools

841 Timberlane, Suite A • East Lansing, MI 48823 • p 517 333-7420 • f 517 333-7470

September 21, 2009

Dear Parent/Guardian of a K-8 Student,

Your child currently attends a school that receives funds from the Title I, Part A program. Title I, Part A is a federal supplemental program designed to help children reach high academic standards. In receiving funds from this program the district has a requirement to inform you, as parents of children attending a Title I school, of information available to you regarding the professional qualifications of your child's classroom teacher(s). Information will be provided to you **upon request and in a timely manner** of the following:

- Whether your child's teacher has met Michigan qualification and licensing criteria for the grade levels and subject area in which the teacher provides instruction.
- Whether your child's teacher is teaching under emergency or other provisional status through which Michigan qualification or licensing criteria have been waived.
- The Baccalaureate degree major of your child's teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.

If you wish to request any of the above information, please do so in writing by contacting **East Lansing Public Schools, Office of Human Resources, 841 Timberlane Suite A, East Lansing, MI 48823.**

You may also request additional information on the level of achievement of your child in each of Michigan's assessments. Michigan uses the Michigan Educational Assessment Program (MEAP) to determine levels of achievement. Please contact your building principal if you wish to request this information.

You will also receive timely notice if your child is, for whatever reason, assigned, or has been taught for four or more consecutive weeks, by a teacher who is not highly qualified. A highly qualified teacher would be defined as a teacher that meets Michigan's qualification and licensing criteria for the grade level or subject area in which the teacher is providing instruction.

Sincerely,

*David B. Chapin*

David B. Chapin  
Superintendent of Schools  
DBC/dc