



**THE NEW YORK CITY DEPARTMENT OF EDUCATION**  
 JOEL I. KLEIN, *Chancellor*

Date: \_\_\_\_\_

Dear Principal:

The federal *No Child Left Behind Act of 2001* gives me the opportunity to make sure that my child receives a high quality education. Under this law, I am requesting information about the certification status and professional qualifications of my child's classroom teacher and/or paraprofessional staff working with my child.

**To Be Completed By Parent/Guardian: Please fill out a separate form for each teacher/ paraprofessional about whom you wish to request information**

School: \_\_\_\_\_

Child's Name: \_\_\_\_\_

I am requesting information for my child's Teacher/ Paraprofessional: \_\_\_\_\_

(Print Teacher/Paraprofessional's name)

Parent/Guardian's Name: \_\_\_\_\_

Parent/Guardian's Address: \_\_\_\_\_

Parent/Guardian's Telephone #: \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_

**To Be Completed By Principal or Designee:**

Verify Teacher's or Paraprofessional's Name: \_\_\_\_\_ File #: \_\_\_\_\_

**To Be Completed and Returned to the Parent/Guardian:**

*For Teachers:* License/New York State Certification Status

A review of NYS Education Department and NYC Department of Education records indicates that the teacher named above is certified to teach: *(please check all appropriate boxes)*

<input type="checkbox"/> Art	<input type="checkbox"/> Elementary Education	<input type="checkbox"/> Math	<input type="checkbox"/> Social Studies
<input type="checkbox"/> Bilingual Elementary Education	<input type="checkbox"/> English	<input type="checkbox"/> Music	<input type="checkbox"/> Special Education
<input type="checkbox"/> Bilingual Special Education	<input type="checkbox"/> English as a Second Language (ESL)	<input type="checkbox"/> Physical Education	<input type="checkbox"/> Speech Improvement
<input type="checkbox"/> Early Childhood Education	<input type="checkbox"/> Foreign Language: _____	<input type="checkbox"/> Sciences	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Substitute Teacher / Pending Certification			

Certification indicates that this teacher has either completed a college degree with a major in this subject area, has completed the prerequisite credits required for this certification or possesses a valid license issued by the Board of Examiners prior to 1990, which is accepted by the New York State Education Department as the equivalent of certification.

Please be advised that although this teacher may be teaching a subject different than his/her area of certification, this is not an indication of his/her ability to teach this subject. Each teacher's service is rated every year by the building principal. This evaluation covers content knowledge as well as overall teaching methods and ability.

*For Paraprofessionals:* A review of NYS Education Department and NYC Department of Education records indicates that the paraprofessional named above  is or  is not "qualified" under federal law.

Completed By: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_