



THE SCHOOL DISTRICT OF
PALM BEACH COUNTY, FLORIDA

MELINDA WONG
DIRECTOR

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CHIEF OF HUMAN RESOURCES

HR CUSTOMER RELATIONS
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www.palmbeachschools.org

Memorandum

August 15, 2011

To: Title I Principals

From: Judith Klinek, Chief Academic Officer

Subject: Parents' Right-to-Know Annual Notification

In order to comply with the *No Child Left Behind (NCLB) Act of 2001*, the parents and guardians of students in Title I schools must be informed in their home language of their right to request and receive information regarding the professional qualifications of their child's teachers and paraprofessionals. To that end, a master copy of each letter in English, Spanish, Haitian-Creole and Portuguese will arrive at your school on or before August 26, 2011.

As you prepare to distribute the letters, please take the following steps:

- Make copies of the letters, including the translated versions for each student.
- Send the letters home via the students no later than Friday, **September 2, 2011**.
- Place a master copy of the each letter in the Title I audit file at your site.

You will notice that these letters direct parents/guardians to call your school's Title I contact person for information regarding teacher and paraprofessional credentials. When parents/guardians request information, your school's Title I contact should:

- provide the requested information to the parents/guardians in a timely manner, and
- maintain a log listing each request to include name of the parent/guardian, the date of the request, and the information provided.

After the Parents Right-to-Know letters are disseminated, the school's Title I contact must complete the attached NCLB Parents' Right-to-Know Compliance Verification form and return it to the Certification/Highly Qualified Standards Office.

If your school's Title I contact person needs assistance in responding to parent/guardian questions concerning teachers, please feel free to contact Cherrie Hires, HR Manager, at 561-434-8151 or via email at cherrie.hires@palmbeachschools.org. For assistance with paraprofessional questions, please contact Maryse Glaze, HR Manager, at 561-434-8432 or via email at maryse.glaze@palmbeachschools.org.

WFM/EWG/DD:MW:CH:pk

Approved: _____
William F. Malone, Superintendent

Enclosures

C: Judith Klinek
Dr. Janice Cover
Camille Coleman
Rodney Montgomery

Nora Rosensweig
Dr. Ian Saltzman
Dr. Matthew Shoemaker
Dr. Constance Tuman-Rugg

Darron Davis
Dr. Marcia Baldanza
Juanita Edwards
Pat Kaupe
Melinda Wong

PALM BEACH COUNTY SCHOOLS - RATED "A" BY THE FLORIDA DEPARTMENT OF EDUCATION - 2005-2011
"HOME OF FLORIDA'S FIRST LEED GOLD CERTIFIED SCHOOL"
www.palmbeachschools.org

The School District of Palm Beach County is an Equal Education Opportunity Provider and Employer

**Parents' Right-to-Know Compliance Verification
FY 2012**

Please print.

School Name: _____

Title I Contact Person: _____

Title I Contact's Phone #: _____

Date Letters Sent Home: _____

I confirm that the parents/guardians at our Title I school were notified of their right to request and receive the professional qualifications of their children's teachers and paraprofessionals as required by the NCLB Act of 2001.

Title I Contact's Signature

Date

By September 9, 2011, please submit the completed form via pony or fax to the following:

Certification/Highly Qualified Standards Office
FHESC
Suite A-152
Fax: 561-434-8992

Please note:

For HQT monitoring purposes, please keep a copy of this form in your blue Title I audit file.