

**Georgia Department of Education  
Parent Notification Template**

**HIGHTOWER TRAIL ELEMENTARY SCHOOL'S  
2015-2016 PARENT RIGHT-TO-KNOW LETTER**

**August 27<sup>th</sup>, 2015**

Dear Parent(s)/Guardian(s):

At Hightower Trail Elementary School, we are very proud of our teachers. We feel they are ready for the coming school year and are prepared to help your child do their best in school. As a Title I school, we are required by federal law, the Elementary and Secondary Education Act of 1965 (ESEA), to let you know about your child's teachers' qualifications. It is your right to request the following information about your child's teachers' training and credentials:

- Whether the teacher met the state requirements from the Georgia Professional Standards Commission for certification for the grade level and subject area which they teach;
- Whether the teacher is teaching under an emergency or other temporary status through which Georgia qualifications or certification criteria have been waived;
- What undergraduate or graduate degree(s) the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration; and
- Whether your child is provided services by paraprofessionals, and if so, their qualifications.

Please know that our staff is committed to helping your child reach his or her highest academic potential throughout their school career. That commitment includes making sure that all of our teachers and paraprofessionals are highly skilled and are providing quality instruction to your child.

If you wish to request information concerning your child's teachers' qualifications, please contact me, Dr. Penny Mosley, your child's principal, by phone at 770-388-0751.

Thank you for your interest and involvement in your child's education.

Sincerely,

**Dr. Mosley, Principal**