



September 2025

Dear Parent or Guardian,

Your child currently attends a school that receives funds from 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/guardians or children attending a Title I school, of information available to you regarding 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 areas 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 the discipline of the certification or degree.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.

You may request additional information on the level of achievement of your child in each of Michigan's assessments. Michigan uses the Michigan Student Test of Educational Progress (M-STEP) to determine levels of achievement.

You will also receive timely notice if your child is, for whatever reason, assigned, or has been taught for four (4) 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 of the subject area in which the teacher is providing instruction.

Sincerely,

A handwritten signature in black ink, appearing to read "JHiller", is positioned below the word "Sincerely,".

Jennifer Hiller  
Director of Educational Services and Grants



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