

Mr. Kelly G. Edwards, Principal
Ms. Annie Charles, Assistant Principal
Mr. Zac Cooper, Assistant Principal
Mr. Paul Fitz-Simons, Assistant Principal
Mr. Andrell Roberts, Assistant Principal



Central High School

113 Central High Road
Carrollton, Georgia 30116

Telephone: 770.834.3386

Guidance for Preparing Notification Required Under ESSA Sec. 1112: Parent's Right to Request a Teacher's and a Paraprofessional's Qualifications

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Dear Parents:

In accordance with Every Student Succeeds Act (ESSA) of 2015, all LEAs are required to notify parents at the beginning of each school year (or at the time of enrollment of the student) of their 'Right to Know' the professional qualifications of their student's classroom teachers and paraprofessionals.

Requirements for Content of the Notification

- LEA notifications **MUST** use the language of the law.

In compliance with the requirements of the Every Student Succeeds Act, parents may request the following information:

1. *Whether the student's teacher—*
 - *has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;*
 - *is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and,*
 - *is teaching in the field of discipline of the certification of the teacher.*
2. *Whether the child is provided services by paraprofessionals and, if so, their qualifications.*

- In Georgia, notifications must occur within 30 calendar days from the start of school or upon enrollment.
- For verification purposes, notifications must contain the **month/year** of dissemination or, if included in another document, the primary document must contain a date. Or, if the primary document is undated, records may also include supplemental documentation that contains the month/year of notification dissemination.
- For verification purposes, the name of the LEA and/or school must be included.
- In Georgia, LEAs are required to notify parents in all LEA schools or programs.
- Responses to requests must be provided in a timely manner.
- Maintain records of annual notification(s) from all LEA schools or programs.

Best Practices for the Notification

ESSA does not prescribe the exact method of dissemination for notifications. In Georgia, the following are considered best practices when notifying parents:

- Develop written procedures for compliance, which include a timeline and person, by position, responsible for verifying notification content, verifying dissemination of notification, and maintaining notification documentation.
- Notify parents in multiple formats in order to ensure that all parents have the opportunity to receive the information. This may include, but is not limited to, a LEA or school handbook, a letter mailed home, inclusion in a newsletter or brochure, posting on a website, and/or a schoolwide email.
- Notify parents, to the extent practicable, in a language that they may understand.
- Ensure the notification includes school/program/LEA name and a point of contact by position.

Sincerely,

Kelly G. Edwards, Principal

Teaching Learning Caring

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