



STANDARD POLICIES AND PROCEDURES

POLICY NAME PARENTAL ACCESS TO TEACHER QUALIFICATIONS	Section: C Policy Number: 4 Effective Date: 5/1/2021 Review Date:
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Pursuant to *NMSA 1978 §22-10A-16*, within sixty calendar days from the beginning of each school year, La Academia de Esperanza (LADE) shall issue a notice to parents/guardians that they may obtain information regarding the professional qualifications of their student's teachers, instructional support providers and school principals. At a minimum, the information will include:

- (1) whether the teacher has met state qualifications for licensure for the grade level and subjects being taught by the teacher.
- (2) whether the teacher is teaching under a teaching or assignment waiver.
- (3) the teacher's degree major and any other license or graduate degree held by the teacher.
- (4) the qualifications of any instructional support providers if the student is served by educational assistants or other instructional support providers.

The Head Administrator will provide written notice to the parents of those students who are being taught for longer than four consecutive weeks by a substitute teacher or by a person who is not qualified to teach the grade or subject.

The LADE Head Administrator will:

- (1) ensure that the notice required by this section is provided by the end of the four-week period following the assignment of that person to the classroom.
- (2) ensure that the notice required by this section is provided in a bilingual form to a parent whose primary language is not English.
- (3) retain a copy of the notice required pursuant to this section.
- (4) ensure that information relating to teacher licensure is available to the public upon request.