



**Mrs. Tonya Jackson** | Executive Director and Senior Director of Federal Programs  
**Mr. Andrew Touchette** | Director of Elementary School  
**Mrs. Samantha Villegas** | Director of Middle School and Director of Curriculum and Instruction

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To: Parents in Title I Schools

From: Mrs. Tonya Jackson  
Executive Director and Sr. Director of Federal Programs

Date: November 13, 2023

Subject: Notification to Parents about Teacher Qualifications

In 2015, the Every Student Succeeds Act (ESSA) replaced The Elementary and Secondary Education Act (ESEA) and required that school districts notify the parents of children who attend Title I schools about their right to know the professional qualifications of the classroom teachers. As a recipient of these Title I funds, Kestrel Heights Charter School will provide you with this information in a timely manner if you request it. Specifically, you have the right to request the following information about each of your child's classroom teachers:

- Whether the teacher meets the state qualifications and licensing criteria for the grades and core academic subjects he or she teaches.
- Whether the teacher is teaching under emergency status because of special circumstances.
- The teacher's college major, whether the teacher has any advanced degrees, and the field of discipline of the certification or degree.
- Whether teacher assistants provide services to your child and, if so, their qualifications.

In addition, the law requires that all schools that receive Title I funds must provide notification to every parent in the school whose child is being taught for four or more weeks by a teacher who is not highly qualified.

Kestrel Heights Charter School is committed to providing quality instruction for all students and does so by employing qualified individuals to teach and support each student in the classroom. If you would like to receive any of the information listed above for your child's teacher, please complete the enclosed form and send it to the school as directed in the instructions.

Encl.: Teacher/Teaching Assistant Information Request Form



**KESTREL  
HEIGHTS**  
CHARTER SCHOOL

4700 S. Alston Avenue  
Durham, NC 27713  
p: 919.484.1300 | f: 919.484.1355  
[www.kestrelheights.org](http://www.kestrelheights.org)

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**Request for Information about Teacher/Teacher Assistant Qualifications**

Instructions to Parents: Please complete this form to request information. Use a separate form for each teacher or teacher assistant. Return the completed form(s) to the main office or mail it to the address below. Information will be sent to you within 30 days.

Kestrel Heights Charter School  
Business Office  
4700 South Alston Avenue  
Durham, NC 27713

School Name	
Name of Teacher or Teaching Assistant	
Grade Level(s) and Subject (if applicable)	
Name of Parent/Guardian Requesting Information	
Name of Student(s)	
Response Type	Send response via: <input type="checkbox"/> U.S. Mail <input type="checkbox"/> Email
Mailing Address or Email Address	
Daytime Telephone Number in case of questions	

**For School Use Only**

Received by (school name/date/initials)	Received by (Title I coordinator name/date/initials)	Completed by (Mail date/initials)