



**HAWAII DEPARTMENT OF EDUCATION**  
**Highly Qualified Teacher**  
*Sample Notice – Teacher Qualifications*  
School Year 2014-2015

**This notice must be provided each year to each parent or guardian. It can be distributed in letter form (as shown below) and signed by the principal, or as a notice in a parent handbook, newsletter, or school website.**

Dear Parents and Guardians:

As a parent/guardian of a Hawaii Department of Education student, you have the right to know the professional qualifications of the classroom teacher(s) and the educational assistant(s) who instruct your child. Federal law allows you to ask for certain information about your child's classroom teacher(s) and educational assistant(s) and requires us to give you this information in a timely manner upon request. You have the right to ask for the following information about each of your child's classroom teacher(s).

1. Whether the teacher has met licensing criteria and has earned the designation of Highly Qualified for the grade levels and subject areas in which he/she teaches. Core academic subjects include:

- English/language arts
- Mathematics
- Science
- Foreign Languages
- Civics and Government
- Economics
- History
- Geography
- Art

2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.

3. The teacher's college major, whether the teacher has any advanced degrees and, if so, the subject of the degrees; and

4. Whether any teachers' aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive any of this information, please contact our school office.

Mahalo,  
School Principal