



Office of Federal Programs
1701 Mountain Industrial Blvd.
Stone Mountain, GA 30083-1027
678-676-0329

FY17 RIGHT-TO-KNOW LETTER

Date: August 8, 2016

Dear Parent(s)/Guardian(s):

In compliance with the requirements of the Elementary and Secondary Education Act, **Warren Technical School** would like to inform you that you may request information about the professional qualifications of your student's teacher(s). The following information may be requested:

- 1) Whether the teacher has met the Georgia Professional Standards Commission's requirements for certification for the grade level and subject areas in which the teacher provides instruction;
- 2) Whether the teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification criteria have been waived;
- 3) The college major and any graduate certification or degree held by the teacher;
- 4) Whether the student is provided services by paraprofessionals, and if so, their qualifications.

Please know that our staff is committed to helping your child reach his or her highest academic potential throughout their school career. That commitment includes making sure that all of our teachers and paraprofessionals are highly skilled and are providing quality instruction to your child.

If you wish to request information concerning your child's teacher's qualification, please contact the Principal, **Mr. Elgin D. Neal** at (678) 676-6502.

Sincerely,

A handwritten signature in black ink, appearing to read "Elgin D. Neal", written in a cursive style.

Mr. Elgin D. Neal
Principal

Date Letter Sent to Parent or Guardian with Student Handbook –08/08/2016)