



Request for Information: Parents' Right to Know

As Required by the Every Student Succeeds Act (ESSA)

Dear Parents/Guardians,

DCPS receives federal funds for Title I programs that are part of the Every Student Succeeds Act (ESSA). Under ESSA, you have the right to request information regarding the professional qualifications of your child's classroom teacher(s) and paraprofessionals, if your child receives services from a paraprofessional.

Please enter your information below and email the completed form to: PRTK@k12.dc.gov. Once you have completed the form, a member of our team will reach back out with the requested information within 5 to 7 business days.

If you need assistance completing the form, or have additional questions please email us at PRTK@k12.dc.gov and we will be able to provide additional support.

Parent's Name: _____

Phone Number: _____

Email Address: _____

Student's Name: _____

School Name: _____

Student ID: _____ **Grade:** _____

[Information is being requested on \(please check all that apply\)](#)

Teacher Name: _____

Type of credential held:

Content areas (if applicable):

Paraprofessional name: _____

Paraprofessional Qualifications:

For central office use only:

Date form received: _____

Date completed and returned to parent/guardian: _____