

**Sargent Shriver Elementary School  
12518 Greenly Street  
Silver Spring, MD 20906  
301 929 4426**

Dear Families:

Our school is fortunate to receive supplemental funding through Title I, a federal grant program for schools that serve communities with students who have high economic needs. The federal legislation that establishes Title I regulations is known as the *No Child Left Behind Act of 2001 (NCLB Act)*. The NCLB Act requires the Montgomery County Public Schools to inform you that you have the right to request information about the professional certification qualifications of your child's teacher, substitute teacher, or paraeducator (formerly titled instructional assistant).

If you wish to request certification information about your child's teacher, paraeducator, or long-term substitute teacher, please submit a written request to the principal at your school. Your written request may include information about the following qualifications:

- Degree status and subject area of certification
- State of Maryland certification status, including conditional certification status
- Qualifications of paraeducators or long-term substitute teachers who may be working
- with your student

Your request will be forwarded to the Office of Human Resources, and you will receive a written response from them within 30 business days.

Please contact me if you have any questions.

Yours truly,

Janet L. Dunn,  
Principal