



September 1, 2016

Dear Parent,

Your child's school receives Title I funding and is included under the regulations of the "No Child Left Behind Act" (NCLB) that was signed into law by President Bush on January 8, 2002.

NCLB requires:

- Increased accountability for states and school districts.
- Greater choice for parents, especially those in low performing schools.
- Greater flexibility for state and local education agencies in the use of federal funding.

Under NCLB, parents have a right to request professional qualifications of their children's teacher(s) or paraprofessional(s). This letter is to inform you of your right to ask for the following information about your children's classroom teachers or paraprofessionals:

- Whether Pennsylvania has licensed the teacher for the grades and subjects he or she teaches.
- Whether the teacher is teaching under emergency or other provisional status through which Pennsylvania licensing criteria have been waived.
- The teacher's baccalaureate degree major and whether the teacher has any advance degrees, and if so, the subject of the degrees.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you would like to receive specific information about your child's teacher or paraprofessional, please contact your school principal

Our district is fully committed to the success of your child. We appreciate your partnership in our efforts to provide the best education for your child.

Sincerely,

Richard Liberto
Director of Finance and Operations

Wilkinsburg School District Complaint Policy 2016-17

Under Title I, Wilkinsburg School District is required to provide to eligible children, their Teachers, and their families with Title I services. Parents have recourse through the complaint process if they do not believe their eligible children and/or families are receiving services.

Aspects of the complaint process that the parent should know:

- A parent that has a complaint with the Wilkinsburg School District's delivery of Title 1 services should contact the District Business Office by either by phone or email (contact information is at the bottom of this policy).

If the parent does not receive a satisfactory response from the Wilkinsburg School District, the following procedures may be followed:

- A parent has a right to complain to the State Educational Agency (SEA) that the LEA did not engage in a timely and meaningful consultation process or did not give due consideration to the views of the parent.
- The SEA is required to have complaint procedures in place as required by Sec. 34 CFR 299.10-12. Included in these procedures is a reasonable time by which the SEA must respond in writing to the complaint.
- No later than 30 days following the written response by the SEA, or in the event the SEA fails to resolve the complaint within a reasonable period of time, the private school official may appeal the decision of the SEA to the secretary of the U.S. Department of Education. Such appeal must be accompanied by a copy of the SEA's written response, if available, and a complete statement of the reasons supporting the appeal.
- The secretary must complete an investigation of the complaint and resolve the appeal within 120 days after receipt of the appeal.

LEA Information:
Wilkinsburg School District
Richard Liberto, Director of Finance and Operations
718 Wallace Ave
Wilkinsburg, PA 15221
Phone: 412-871-2101
libertor@wilkinsburgschools.org

**WILKINSBURG SCHOOL DISTRICT
TITLE I - PARENTAL CONCERN FORM
2016-17**

Name of Parent/Guardian _____ Date _____

Address _____

Telephone _____

Name of Student _____

School _____ Grade _____

Title I Teacher _____

Item(s) of Concern (Please describe):

Proposed Parent/Guardian Solution:

To better serve in resolving issues with Title I services, please complete this form and describe concerns with details necessary to investigate and solve your concerns. When complete, submit a copy to Richard Liberto, Director of Finance and Operations, 718 Wallace Ave, Wilkinsburg, PA 15221.

If not satisfied with outcome of concerns within ten (10) business days, then contact the Wilkinsburg School District Business Office at 412-871-2101.