



### Teacher Qualification Information Request Form

Parents of students at Title I schools may use this form to request information about the qualifications of their child’s teacher(s). Please complete a separate form for each of your child’s teachers for whom you are requesting information. Return the completed form(s) to your school’s office staff who will forward your request(s) to the district’s Human Resource Services Division. Division staff will gather the information required and return it to you via the method you indicate below.

**Please Print**

Your name	Last:		First:
Your child’s name	Last:		First:
Your child’s school			
Your child’s teacher’s name	Last:		First:
Grade level and/or subject  Your address	Grade:	Subject:	
	Street:		
	City:		ZIP code:

\_\_\_\_\_  
Your signature

\_\_\_\_\_  
Date

Please send the information to me via *(check one box only)*:

- my school
- U.S. mail
- FAX [FAX number (       )       -       ]

**Please return this form to your school’s office staff. Thank you.**

School Staff: Send form to Human Resources Division, Education Center, Room 1241