



1690 Woodlands Dr.  
Suite 100 Maumee,  
OH 43537  
419-482-0948  
419-482-0955 (fax)

[ohva.k12.com](http://ohva.k12.com)

September 2025

## Notice of Right to Know Teacher Qualifications

Dear Parent/Guardian:

Our school receives federal funds for Title I programs. This letter lets you know about your right to request information about the qualifications of the staff working with your child. You have the right to know about the teaching qualifications of your child's classroom teacher in a school receiving Title I funds.

These qualifications include:

- Whether the teacher has met the Ohio teacher licensing criteria for the grade level and subject areas in which the teacher provides your child instruction.
- Whether the teacher is teaching under emergency or temporary status that waives state licensing requirements.
- The undergraduate degree major of the teacher and any other graduate degree or certification (such as National Board Certification) held by the teacher and the field of discipline of certification or degree.
- Whether your child is provided services by instructional paraprofessionals and, if so, their qualifications.

You may ask for the information by returning this letter to the address listed above, or you may email your request to your child's principal. Be sure to give the following information with your request:

Child's full name

Parent/guardian full name

Full address, including street address, city, state and Zip Code

Teacher's name

Sincerely,

Kristin Stewart Ph.D.  
Ohio Virtual Academy  
Senior Head of School