



Public Schools of Petoskey

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Dear Parent or Guardian:

Welcome to Ottawa Elementary! The staff has been busy preparing for the beginning of another school year and have exciting things planned to make your child's learning experience both exciting and rewarding.

Your child currently attends a school that receives funds from the Title I, Part A program. Title I, Part A is a federal supplemental program designed to help children reach high academic standards. In receiving funds from this program, the district has a requirement to inform you, as parents of children attending a Title I school, of information available to you regarding the professional qualifications of your child's classroom teacher(s). Information will be provided to you **upon request and in a timely manner** of the following:

- Whether your child's teacher has met Michigan qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction. – ***All Teachers at Ottawa meet this requirement.***
- Whether your child's teacher is teaching under emergency or other provisional status through which Michigan qualification or licensing criteria have been waived.— ***No Teacher at Ottawa is under emergency licensure and/or has licensing criteria waived.***
- The baccalaureate degree major of your child's teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.-***All Ottawa paraprofessionals meet the State of Michigan's Highly Qualified Paraprofessional Standards.***

You may request additional information on the level of achievement of your child in each of Michigan's assessments. Michigan uses the Michigan Student Test for Educational Progress (M-STEP) to determine levels of achievement.

You will also receive timely notice if your child is assigned or has been taught for four or more consecutive weeks by a teacher who is not highly qualified. A highly qualified teacher would be defined as a teacher that meets Michigan's qualification and licensing criteria for the grade level or subject area in which the teacher is providing instruction.

I wish your child a successful school year.

Sincerely,

Jodi Schreiber

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Principal