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124 Elmwood Avenue, Buffalo, NY 14201 • [www.elmwoodvillageschool.org](http://www.elmwoodvillageschool.org)

Dear Parent/Guardian:

You are entitled to request information about the professional qualifications of your child's classroom teacher(s) and any paraprofessionals who assist in the classroom.

You are entitled to know the following:

whether the teacher has met State certification criteria for the grade levels and subject areas in which the teacher provides instruction;

whether the teacher is teaching under emergency or other provisional status through which State certification criteria have been waived;

the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree; and

whether your child is provided services by paraprofessionals and, if so, their qualifications.

If you are interested in obtaining the above information, please send a written request to my attention. You may also obtain this information on the school's website: [www.elmwoodvillageschool.org](http://www.elmwoodvillageschool.org). Go to the "About EVCS" tab and click "Meet the Staff."

Sincerely yours,

John Sheffield,  
Director