



Judith M. Baseman, Ph.D.
Office of the Superintendent

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Dear Parent:

The Appleton Area School District (AASD) knows the educational success your child experiences is directly related to the quality of our educational staff. The AASD is committed to hiring and retaining high quality staff members. One measure of teacher quality is their educational background and licensure. All AASD teachers must have at least a Bachelor's degree and are licensed teachers by the Wisconsin Department of Public Instruction (DPI). In addition, 55% of our teachers hold an advanced degree. Below are several specific questions you may have regarding the licensure of the staff members working with your child and the process for locating this information.

1. Is my child's teacher licensed to teach the grades or subjects assigned?

2. Has the State waived any requirements for my child's teacher?

The status of the qualifications of your child's teacher's licensure can be found on the DPI website at: <https://dpi.wi.gov/tepd/lookup>

- *Scroll down the page and click on "Online License Lookup."*
- *Click "Search by Name."*
- *Enter the educators first and last name and click "Submit."*

If you do not have computer access, contact your child's principal.

3. What was the major of my child's teacher in college?

4. What degree(s) does my child's teacher hold?

Answers to these two questions can be obtained by contacting, Julie King, Appleton Area School District Human Resources Department, at (920) 997-1399 ext. 2042.

5. Are there paraprofessionals working with my child? If so, what are their qualifications?

Please contact your child's principal directly to receive an answer to question #5.

The AASD will continue to place a high priority on hiring the most qualified educators and providing support for their continued professional growth. If you would like more information about teacher licensure or other aspects of school operations, please feel free to contact me directly.

Sincerely,
Judith M. Baseman, Ph.D.
Superintendent of Schools