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Dear Families:

Federal law requires that we share with you the qualifications of teachers within the Appleton Area School District but specifically those schools receiving Title I funding. In addition, all instructional paraprofessionals working in Title I schools have completed a "highly qualified" status which requires they have specialized training or hold a two-year or more degree or equivalent credits.

There are questions you may ask, including:

- Is my child's teacher licensed to teach the grades or subjects assigned?
- Has the state waived any requirements for my child's teacher?
- What was the college major or what degrees does my child's teacher hold?
- Are there instructional paraprofessionals working with my child? If so, what are their qualifications?

All teachers in the Appleton Area School District have a minimum of a bachelor's degree and many have multiple and/or advanced degrees. The District has a very small number of teachers who are not fully licensed for their assignment. These notifications are found at the school's website under staffing. The teachers hired with an emergency license are for positions where there is a shortage of qualified teachers.

The District makes every effort to secure fully certified candidates prior to hiring an educator under an emergency license. In some cases, we have emergency licensed teachers in specific areas in which they do not currently hold the license.

When the District does hire an emergency licensed candidate, requirements for emergency license eligibility includes that the educator demonstrates content knowledge, enrolled in an approved graduate program leading to the required license within three years, and receives intense supervision/mentoring from the district while teaching.

If you have questions or would like more information about your child's teacher or the paraprofessionals that work within your school, please feel free to contact the principal of your school or you can contact the Title I office at your convenience.

Sincerely,
Pamela Franzke

