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**Mr. James T. Russell**  
Superintendent of Schools

**School Board of Volusia County**  
**Mrs. Melody Johnson, Chairman**  
**Mrs. Linda Cuthbert, Vice Chairman**  
**Mrs. Ida D. Wright**  
**Dr. John Hill**  
**Mr. Carl Persis**

September 27, 2017

Dear Parent/Guardian:

The School District of Volusia County policy is to provide information to you regarding your child's teacher and paraprofessional qualifications in a timely manner upon request.

You have the right to request the following information:

- Whether the teacher has met state licensing criteria for the grade levels and subject areas for which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status by which state qualifications of licensing 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.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.

Please be assured that the School District of Volusia County is dedicated to providing our students with a quality education. The information regarding the qualifications of your child's teacher and/or the classroom paraprofessional may be obtained by contacting the principal of your school.

Sincerely,

James T. Russell  
Superintendent of Schools

JR/rmk