



# Putnam County School District

**Department of Federal Programs**  
**1416 McClellan Street**  
**Palatka, FL 32177**

*Dr. Melissa Coleman*  
Director

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Dear Parent/Guardian:

The Putnam County School District is committed to providing you information regarding the qualifications of any teacher or paraprofessional that works with your child.

In compliance with the requirement of the Every Student Succeeds Act (ESSA), this letter serves as notification that you have the right to request information about the professional qualifications of any teacher or paraprofessional that works with your child.

You have the right to request the following information which will be provided to you in a timely manner: whether the teacher has met the state licensing 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 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, and whether your child is provided services by paraprofessionals, and, if so, their qualifications.

In 2016-17 student score reports for Statewide Assessment and End of Course Exams were delivered to schools this summer. You should have received a copy of the child's report. If you have any questions regarding your child's test results, please contact your child's school.

The Putnam County School District is dedicated to providing students or our county with a quality education. If you have any questions/concerns, please feel free to contact the Federal Programs Office.

Sincerely,

Dr. Melissa A. Coleman  
Director of Federal Programs