



**Carlisle Area School District**  
**540 West North Street • Carlisle, Pennsylvania 17013**  
**717-240-6800 • [www.carliseschools.org](http://www.carliseschools.org)**  
**Christina M. Spielbauer • Acting Superintendent**

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Dear Parent or Guardian:

October, 2017

Our school district receives federal funds for our Title I school-wide programs as part of the *Elementary Secondary Education Act*. Under this Act, you have the right to request information regarding the professional qualifications of your child's classroom teacher(s). If you request this information, the district or school will provide you with the following information:

1. If the teacher has met state licensing requirements for the grade level and subjects in which the teacher is providing instruction;
2. If the teacher is teaching under an emergency status for which state licensing requirements have been waived;
3. The type of college degree major of the teacher and field of discipline for any graduate degrees or certificates.

If you would like to request this information, please feel free to contact me at 717-240-6800 extension 16803 or at [quinnk@carliseschools.org](mailto:quinnk@carliseschools.org)

Thank you for your interest and involvement in your child's education.

Sincerely,

Karen M. Quinn, Ed.D.  
Director of Curriculum and Instruction