



900 S.W. Jackson Street, Suite 102
Topeka, Kansas 66612-1212
(785) 296-3201
www.ksde.gov

To: Title I, Part A District Contacts

From: Bert Moore, Director
Joe Jewett, Assistant Director
Twyla Sprouse, Assistant Director

Date: May 1, 2026

Re: Title I Parents Right to Know

The Every Student Succeeds Act (ESSA) includes several parental involvement requirements, including that all districts within the State understand and comply with the requirement of timely notification to parents in Title I schools when their children are taught by a teacher who did not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned for four or more consecutive weeks. The Kansas State Department of Education (KSDE) defines *timely* as "notification within two weeks." All districts must provide evidence of compliance with this provision to KSDE for the school year **2025-2026**.

Districts must provide KSDE a copy of the template that was used to notify parents in a Title I school for the **2025-2026** school year, which must be uploaded into the District KansaStar Account no later than **June 15, 2026**.

Please complete the information below and indicate which of the following conditions apply to the district.

USD Number: _____ District Name: _____

_____ One or more of the Title I schools had a class or classes taught for four or more consecutive weeks by a teacher who did not meet applicable state certification or licensure requirements at the grade level and subject area in which the teacher was assigned (if additional space is needed, please utilize the second page, attaching a spreadsheet in PDF format is also acceptable).

Name of Building _____

Name of Building _____

_____ All classes were taught by a teacher who met applicable state certification or licensure requirements at the grade level and subject area in which the teacher was assigned. Attached is a copy of the template letter to be utilized if the need arises.

District Administrator Name _____

District Authorized Signature _____

Please complete and upload into the District KansaStar Account **by June 15 2026**

Roxanne Zillinger
Special Education & Title Services
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Landon State Office Building
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Kansas leads the world in the success of each student.



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