



Department of Curriculum and Instruction  
160 Miller Road  
Lebanon, Ohio 45036

September 12, 2024

Dear Parents and Guardians,

The federal Every Student Succeeds Act (ESSA) requires that any local school district receiving Title I funds must notify parents that they may ask about the professional qualifications of their child's classroom teacher(s). This is the notification required by ESSA.

You have the right to know about the teaching qualifications of your child's classroom teacher(s). In Lebanon City Schools, Bowman Primary and Donovan Elementary receive Title I funds.

The information you may receive includes:

1. Whether the teacher has met the Ohio teacher licensing criteria for the grade level and subject areas in which the teacher provides your child instruction.
2. Whether the teacher is teaching under emergency or temporary status that waives state licensing requirements.
3. The undergraduate degree major of the teacher and any other graduate degree or certification (such as National Board Certification) held by the teacher and the field of discipline or certification or degree.
4. Whether your child is provided services by instructional paraprofessionals and, if so, their qualifications.

You may ask for the information by mailing a written request to my attention at 160 Miller Road, Lebanon, Ohio 45036, faxing a written request to 513-932-4714, or e-mailing me directly at [graler.mark@lebanonschools.org](mailto:graler.mark@lebanonschools.org).

Please provide the following information with your request:

1. Child's full name
2. Your full name
3. Street address
4. City
5. Zip code
6. Name(s) of teacher(s)

Please feel free to contact me if you have any questions.

Sincerely,

Mark T. Graler  
Assistant Superintendent