**SAMPLE RESPONE LETTER TO PARENT(S)/LEGAL GUARDIAN(S) REQUESTING TEACHER QUALIFICATIONS – HIGHLY QUALIFIED**

***[xx-xx-xxxx]***

Dear Parent(s)/Legal Guardian(s):

Thank you for your recent inquiry about your child’s teachers’ training and credentials. We are very proud of our teachers and feel they are highly skilled and well prepared to deliver quality instruction to your child.

According to our current records, your child’s regular ***[Insert grade level or subject taught]*** teacher, ***[Insert teacher’s name]***, has met the Georgia Professional Standards Commission requirements for certification in the grade level or subject area currently taught.

In addition, ***[Insert teacher’s name]*** has a ***[Insert type and name of degree]*** from ***[Insert college/university and state]*** as well as holds[***Insert other grades/subject areas the teacher is considered highly qualified to teach, additional degrees, certificates, or training].***

Therefore, given this information, your child’s teacher, ***[Insert teacher’s name]***, is considered *highly qualified* according to the federal definition stated in law under the Elementary and Secondary Education Act of 1965 (ESEA), as amended by the No Child Left Behind Act of 2001 (NCLB).

Thank you for your interest in the quality of your child’s education. If you wish to request additional information or have any other questions about your child’s educational progress or current teacher, please contact me immediately by phone at [***Insert telephone number***] or by email at [***Insert email address***].

We look forward to your continued engagement throughout the school year.

Sincerely,

[***Insert principal’s name***]

Principal