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

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

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

Thank you for your recent request for information on 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]***, does not meet the state’s requirements from the Georgia Professional Standards Commission for certification in the grade level or subject area currently taught.

***OR***

According to our current records, your child’s regular ***[Insert grade level or subject taught]*** teacher, ***[Insert teacher’s name]***, is teaching under an emergency or temporary status certificate through which Georgia qualifications or certification criteria have been waived.

However, while ***[Insert teacher’s name]***does not meet the definition of a highly qualified teacher under the Elementary and Secondary Education Act (ESEA) of 1965, he/she has a ***[Insert Type and Name of Degree]*** from ***[Insert College/University and State]*** and is[***Insert other grades/subject areas the teacher is considered highly qualified to teach or training and coursework the teacher is currently working to attain].*** Additionally, [***Insert Teacher’s Name***] has [***Insert teacher’s experience, including length of time as a regular or substitute teacher in local or other school districts***]**,** attended new staff orientation, understands the school’s policies and procedures and gets along well with students, teachers and staff.

All classrooms staffed with teachers who do not meet the qualifications for a highly qualified teacher in the grade or subject matter being taught are observed closely to ensure the quality of the education provided to your child. In addition, we are sure that [***Insert teacher’s name]*** has the professional experience needed to develop appropriate lesson plans and deliver quality teaching for your child’s class.

If you wish to request additional information or have any other questions about your child’s 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