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**Title II, Part A Guidance**

**Right to Know**

**20 Day Parent Notification Letter (If a teacher or long-term substitute who is not “highly qualified” has taught a student for or more consecutive weeks.)**

LEAs are required to notify parents if a teacher who is not “highly qualified” is teaching their child a core academic content course. Parental notification is required if a teacher who is not “highly qualified” teaches their child for four consecutive weeks or more (including substitute teachers). Parental notification is not required for teachers who are not teacher of record for core academic subjects. Parent notification is not required for paraprofessionals who are not “highly qualified.” Effective 2006–2007, the parent notification requirement applies to teachers who teach core academic content subjects in Title I and Non-Title I schools and programs.

Letters, at a minimum, must include the following:

* The date of the communication (Month, Date, Year).
* The name and contact information of the school.
* The name, position, and contact information for someone the parent can contact with questions.
* The name of the teacher or substitute who is not highly qualified.
* The name of the course/ core academic subject in which the teacher or substitute is not highly qualified.

LEAs must:

* Notify parents via standard mail.
* Maintain records documenting letters were mailed. Note: Evidence that letters were mailed to parents may include, but is not limited to, a copy of address labels, class roster/list with notation of date mailed, one or more returned letters, postage meter receipt, etc.

SPANISH

**PARA UN MAESTRO QUE NO ES ALTAMENTE CALIFICADO**

**[Print on School Letterhead]**

***(Month Day, Year)***

Estimado(s) padre(s)/tuto(es):

La ley de Ayuda a la Educación Primaria y Secundaria de 1965 (ESEA, según sus siglas en inglés) requiere que las escuelas informen a los padres si las siguientes circunstancias ocurren en el salón de clase:

 Cuando a su hijo se le asigna un maestro, quien no cumple con las calificaciones para un maestro altamente calificado, o

 Cuando su hijo ha sido enseñado por cuatro semanas o más por un maestro que no cumple con los requisitos de altamente calificado.

Le estamos informando que el maestro de **[*Insert grade –if applicable - and course*] grado de su hijo**, [***Insert Teacher’s Name***], no cumple con la definición bajo ESEA de altamente calificado. La escuela **[*Insert name of LEA or school*]** está trabajandocon este maestro para asegurar que se tomen los pasos necesarios para que se convierta en altamente calificado.

[***Insert Teacher’s Name***] tiene un título de [***Insert Qualifications, such as the name of the degree the teacher earned and the college from which it was earned]*** y ha enseñado en una escuela local por más de [***insert written number – if relevant***] años.

Mi personal y yo observaremos muy de cerca esta clase para asegurar el rendimiento estudiantil. Sin embargo, si usted tiene preguntas o inquietudes adicionales acerca del progreso educativo de su hijo o del maestro, usted se puede comunicar conmigo al [***Insert Telephone Number***] o enviarme un correo electrónico a [***Insert Email Address***].

Atentamente,

***Insert signature***

**[Insert printed name] [Insert title]**