****

**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.

SAMPLE Parent Notification

**Child Taught by a Non-Highly Qualified Teacher for**

**Four Consecutive Weeks or More**

**FOR A TEACHER WHO IS NOT HIGHLY QUALIFIED**

**[Print on School Letterhead]**

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

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

The Elementary and Secondary Education Assistance Act of 1965 (ESEA) requires schools to notify parents if the following circumstance occurs in the class room:

* When your child has been assigned to a teacher who does not meet the qualifications for highly qualified teacher, or
* When your child has been taught four consecutive weeks or more by a teacher who does not meet the highly qualified requirements.

We are notifying you that your child’s **[*Insert grade –if applicable - and course*]** teacher, [***Insert Teacher’s Name***], does not meet the definition of a highly qualified teacher under ESEA. The **[*Insert name of LEA or school*]** is working with this teacher to ensure that the necessary steps are taken in order to become highly qualified.

[***Insert Teacher’s Name***] has [***Insert Qualifications, such as the name of the degree the teacher earned and the college from which it was earned]*** and has taught in a local school for more than [***insert written number – if relevant***] years.

My staff and I will closely monitor this class to ensure student achievement. However, if you have additional questions or concerns about your child’s educational progress or teacher, you may contact me at [***Insert Telephone Number***] or email me at [***Insert Email Address***].

Sincerely,

***Insert signature***

**[Insert printed name]**

**[Insert title]**

SAMPLE Parent Notification

**Child Taught by a Non-Highly Qualified Teacher for**

**Four Consecutive Weeks or More**

**FOR A LONG TERM SUBSTITUTE WHO IS NOT HIGHLY QUALIFIED**

**[Print on School Letterhead]**

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

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

The Elementary and Secondary Education Assistance Act of 1965 (ESEA) requires schools to notify parents if the following circumstance occurs in the class room:

* When your child has been assigned to a teacher who does not meet the qualifications for highly qualified teacher, or
* When your child has been taught four consecutive weeks or more by a teacher who does not meet the highly qualified requirements.

We are notifying you that your child’s **[*Insert grade –if applicable - and course*]** teacher, [***Insert Teacher’s Name***], will be on a temporary leave beginning, [***Insert Date***] and will be away for ***[insert timeframe]***. In this teacher’s absence, we have hired [***Insert Long Term Substitute’s Name***] to teach his/ her class. [***Insert Teacher’s Name***] does not meet the definition of a highly qualified teacher under ESEA, but we are confident that [***he/ she]*** is capable of implementing the lesson plans that [***Insert Teacher’s Name***] left for class instruction.

[***Insert Long Term Substitute’s Name***] has a **[*Insert qualifications such as degree, certification, experience*]**. [***Insert Long Term Substitute’s Name***] understands the school’s policies and procedures and gets along well with students, teachers and staff.

My staff and I closely monitor all classrooms staffed with substitute teachers. However, if you have additional questions or concerns about your child’s educational progress or substitute teacher, you may contact me at [***Insert Telephone Number***] or email me at [***Insert Email Address***].

Sincerely,

***Insert signature***

**[Insert printed name]**

**[Insert title]**