**SAMPLE LETTER TO PARENTS(S)/LEGAL GUARDIANS(S) NOTIFICATION OF A STUDENT ASSIGNED TO A NON HIGHLY QUALIFIED TEACHER FOR FOUR CONSECUTIVE WEEKS OR MORE**

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

Dear Parent(s)/Guardian(s):

The Elementary and Secondary Education Act of 1965 (ESEA) requires schools to notify parents if either of the following circumstances occur in your child’s classroom:

* Your child has been assigned to a teacher who does not meet the requirements of a highly qualified teacher, or
* 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 has been assigned to a teacher who does not meet the requirements of a highly qualified teacher. However, while ***[Insert teacher’s name]*** *does* not meet the definition of a highly qualified teacher under the ESEA, 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.

***OR***

We are notifying you that your child’s regular ***[Insert grade level or subject taught]*** teacher, ***[Insert teacher’s name]***, will be on a temporary leave beginning ***[Insert date]*** and will be away for ***[Insert time teacher will be away]***. In his/her absence, we have hired ***[Insert teacher’s name]*** to teach his/her class. ***[Insert teacher’s name]*** does not meet the definition of a highly qualified teacher under the ESEA, but 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 substitute teachers or teachers who do not meet the requirements of 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 be capable of developing lesson plans and delivering quality teaching for your child’s class.

If you wish to request additional information or have any other questions about your child’s school progress or current teacher, please contact me immediately by phone at [***Insert telephone number***] or by email at [***Insert email address***].

Sincerely,

[***Insert principal’s name***]

Principal