

Letter should be sent to parents as soon as a non- HQ teacher becomes the classroom teacher for four or more weeks. Letter should be sent to all parents/guardians in the teacher's classroom.

Place on official school letterhead, including school name, address, email and phone number and Principals name.

NOTICE OF TEACHER STATUS:
ASSIGNED TO A NON-HIGHLY QUALIFIED TEACHER FOR FOUR CONSECUTIVE
WEEKS OR MORE

[xx-xx-xxxx]

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

The Elementary and Secondary Education Act of 1965 (ESEA), as amended by the No Child Left Behind Act of 2001 (NCLB) 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 for 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.

However, while [Insert teacher's name] does not meet the definition of a highly qualified teacher under the Elementary and Secondary Education Act of 1965 (ESEA), as amended by the No Child Left Behind Act of 2001 (NCLB) 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 twelve weeks. 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/NCLB, 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 for a highly qualified teacher in grade or subject matter being taught are monitored closely to ensure the quality of the education provided to your child. In addition, we are confident that [Insert teacher's name] has the professional experience needed to be capable of developing appropriate lesson plans and delivering quality instruction for your child's class.

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].

Sincerely,

[Insert principal's name]
Principal