

Letter should be sent to parents as soon as a non- HQ teacher becomes the classroom teacher.

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.

FY14 NON-HIGHLY QUALIFIED TEACHER RESPONSE TO PARENTS *SAMPLE*

[xx-xx-xxxx]

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

Thank you for your recent inquiry about 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 Georgia Professional Standards Commission requirements 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 provisional status 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 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.

All classrooms staffed with teachers who do not meet the qualifications 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].

We look forward to your continued engagement throughout the school year.

Sincerely,

[Insert principal' s name]
Principal