

[Sample Notification Letter of Underqualified Teacher]

To Parents/Guardians:

A. Explain that the school is required by law to send the notice

Our school receives Title I federal funds through the Elementary and Secondary Education Act (ESEA). This federal law requires that parents are notified when their child has been taught for four or more consecutive weeks by a teacher who has not met State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned. These requirements help us ensure that all students receive the best education from teachers who are highly skilled and knowledgeable in their subject areas.

B. Briefly describe the teacher's background, qualifications, and any current or planned coursework/testing that will qualify them. Some possibilities:

- 1) Currently, [*insert teacher's name*] is working on [*insert courses, tests, etc.*] Once these [*insert courses, tests, etc.*] are completed, they will meet all necessary State certification and licensure requirements.
- 2) Although, [*insert teacher's name*] does not meet the State requirements, they do have [*insert experience and/or education*]. We are confident they will provide exceptional learning opportunities for your child. All teachers receive ongoing support and professional learning opportunities from their grade-level teams, school administration, and district coaches.

C. Possible additional information:

1. The mitigating circumstances
2. If known, the amount of time the underqualified teacher will be teaching before they are fully qualified, or until a qualified teacher fills the position
3. Any additional details about the teacher's qualifications
4. Positive classroom and/or student outcomes/observations under the teacher's guidance/tenure

D. Provide contact information

If you have any questions, or want additional information, please contact [*insert name*] at [*insert number*].

Sincerely,

[Principal]