

## **HIGHLY QUALIFIED TEACHER SAMPLE LETTER FOR PROVISION 2**

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### **NOTE TO SCHOOL AND DISTRICT PERSONNEL: (DO NOT PRINT)**

No Child Left Behind requires Title I schools to notify each parent in the school whose child is being taught for four or more weeks by a teacher who is not Highly Qualified.

Districts and schools need to determine the contact persons and procedures for responding to parents asking for teacher qualification information. If schools are disseminating the teacher information, districts need to work with each school in identifying Highly Qualified teachers.

**Please note bracketed, italicized areas where specific information needs to be added in the below template.**

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To: Parents in the classroom of *[teacher's name]*  
From: *[principal]*  
Date:  
Subject: Notification to Parents of Teacher Qualifications

The federal No Child Left Behind law requires that Title I schools inform parents if their child is assigned a teacher for four or more consecutive weeks who is not considered to be Highly Qualified as defined by the federal law.

The federal law defines a Highly Qualified teacher as one who is: fully certified and/or licensed by the state; holds at least a bachelor's degree from a four-year institution; and demonstrates competence in each core academic subject area in which the teacher teaches. Core subject areas include: English, reading, language arts, mathematics, science, foreign languages, civics and government, social studies, economics, arts, history, geography, and kindergarten through Grade 6 (K-6).

Although our state has demanding certification requirements, these requirements do not automatically mean that every teacher meets the Highly Qualified standard, even if he or she has been teaching for years and has been performing at high levels.

As of this writing, your child's teacher, *[teacher's name]*, has met the (select: bachelor's degree requirement/state certification requirement/subject matter competency requirement,) but has yet to complete the (select: bachelor's degree requirement/state certification requirement/subject matter competency requirement).

*[DISTRICT]* is committed to providing quality instruction for all students and does so by employing the most qualified individuals to teach and support each student in the classroom. If you have any questions regarding *[teacher's name]*'s qualifications, please feel free to contact *[List name and phone number.]*