

HIGHLY QUALIFIED TEACHER SAMPLE LETTER FOR PROVISION 2 ON PRAXIS 0511 ISSUE

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 has been taught for four or more weeks by a teacher who is not Highly Qualified. This sample letter is designed to meet parent notification requirements that comply with the recent Title II monitoring by the US Department of Education (USED) determining that the Praxis 0511 *Fundamental Subjects: Content Knowledge* test **does not** satisfy Highly Qualified (HQ) requirements for special education teachers in middle and high schools who teach, as the teacher of record, core academic subjects.

LEAs must send notifications to parents of students in affected classes in Title I schools by Nov. 20, 2009. LEAs should explore a variety of funding options for mailing the notifications, including Title I funds for Title I schools.

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

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 Special Education certification requirements, but has not completed the subject matter competency requirement in *[list subject]*. This matter has arisen because of a ruling by the U.S. Department of Education (USED) stating that special education teachers must hold certification in both special education and in all subject areas in which they teach. Until this ruling issued by USED in September, your child's teacher was considered by the State of North Carolina to be highly qualified to teach core academic subjects. Your child's teacher acted in good faith to complete the requirements as they had been outlined to them prior to this ruling. Staff from the North Carolina Department of Public Instruction will be working with your school on strategies to address this issue.

[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. We will keep you informed of any changes in your student's classroom experience as a result of this ruling. If you have any questions regarding *[teacher's name]*'s qualifications, please feel free to contact *[List name and phone number.]*