

EXAMPLE
Parent Notification
Compliance with Public Law 114-95, Section 1112(e)(1)(B)(ii)]

To: All Parents or Guardians
From: [Insert school name]
Date: [Insert date]
Subject: Notification to Parents that Student being Taught by Non-Certified Teacher

In accordance with Every Student Succeeds Act (ESSA)/PARENTS' RIGHT-TO-KNOW, requires that parents be notified if their child is assigned a teacher for 4 or more consecutive weeks who does not hold an appropriate state teaching certificate in the area in which the teacher has been assigned. Consequently, I am taking this opportunity to inform you that your child's (subject or grade) (teacher or substitute teacher) does not currently have the appropriate state teaching certificate or permit.

Although your child's teacher does not have the appropriate state teaching certificate, we do believe that (teacher's name) is qualified to teach in this assignment. Our staffing decisions are made to provide the best qualified person available for each class. In addition, the campus administrator will be evaluating each teacher's performance in the classroom to ensure that your child receives quality instruction.

May include the following sentence(s) if applicable:

(Teacher's name) is currently certified in (grade/subject) and (grade/subject) under the laws of the state of Texas (or specify other job-related credentials).

Optional for substitute assignments:

We expect this teaching assignment to continue until your child's regular classroom teacher returns from a leave of absence.

If you have any questions regarding your child's teacher assignment, please feel free to call (designated contact person and phone number).

Sincerely,

[insert name and title]