

Sample: **PARENT NOTIFICATION: EVERY STUDENT SUCCEEDS ACT:
CERTIFIED TEACHER/SUBSTITUTE**

SCHOOL LETTERHEAD

(Month/Day/Year)

Dear (Name of Parent/Guardian):

Federal Law (Every Student Succeeds Act of 2015) requires schools who receive Title I, Part funds to notify parents or legal guardians in writing when their child has been taught for four consecutive weeks by a teacher or substitute, who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

Core academic subjects are: English, Reading, Language Arts, Mathematics, Science, Foreign Languages, Civics, Government, Economics, Arts, History, and Geography.

Please be advised that your child is currently being instructed by

_____ who is teaching _____
(Name of teacher/substitute) (Subject area)

and is considered by Federal Law as not meeting applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned at this time in the _____ school year.

It is important to note that the district requires teachers to actively pursue certification requirements.

Thank you for your continued support.

Sincerely,

Building Principal