

FORM LETTER REGARDING TEACHERS WHO ARE NOT HIGHLY QUALIFIED

NOTE: This form letter should be customized in each circumstance and should be reproduced on school letterhead (removing the form's title, form number, etc.).

Date _____

Dear _____:

The Federal *No Child Left Behind Act of 2001* requires that I notify you when a staff member who is teaching your child is not "highly qualified", as defined by Federal law. The purpose of my letter, then, is to inform you that _____, your child's _____ teacher, does not meet the definition of a "highly qualified teacher" in State and Federal law.

Although _____ is not a "highly qualified teacher", as defined by State and Federal law, I believe it is important that you know that [s/he] _____.

(discuss the teacher's qualifications, experience, licensure, et cetera. Make sure to let them know if s/he would be "highly qualified" in another assignment)

_____.

Please know that our district is working with _____ so that [s/he] can meet the criteria as established by Federal and State law to be designated a "highly qualified teacher". [S/He] is _____

(describe what the teacher is doing to become "highly qualified")

_____.

In closing, I believe that _____ is providing effective instruction for your child. If you have any questions or concerns about this matter, please call.

Sincerely,

Principal

12/03