

INSTRUCTIONS ON LETTERS TO BE SENT HOME TO PARENTS/GUARDIANS OF STUDENTS TAUGHT BY A TEACHER **NOT CERTIFIED**

All campuses, whether Title I or not, are required to provide parents with a written notice when an uncertified teacher is assigned to a classroom for more than 30 consecutive instructional days. This requirement was passed by the 76th Legislature as House Bill 618 and is codified in Texas Education Code (TEC) 21.057. You will be provided with a list of uncertified teachers and the classes they teach by mid-September. At that time, letters to the parents/guardians of the students who have an uncertified teacher must have letters sent. ***On Title I campuses, if the same teacher has already had a letter sent due to not being highly qualified, you do not have to send the not-certified letter.***

INSTRUCTIONS:

1. There are two letters attached. One is in English and one is in Spanish. Put in the appropriate date and your name. Make copies of the letters (English on one side and Spanish on the other) to mail home for each student who is in a class of a non-certified teacher.
2. Mail the letters home to the parents/guardians as soon as possible. Any other teachers hired the remainder of the current school year who are not certified must also have letters sent home to their students. Keep these attachments and instructions so you can send letters within 30 instructional days of any late hire teacher who falls in this category.

(SCHOOL LETTERHEAD)

Date

Dear Parent or Guardian;

The Carrollton-Farmers Branch Independent School District offers an educational program that provides each student with the knowledge and skills needed to meet the challenges of today and tomorrow. School districts are required to provide parents with written notice when a teacher who has not yet completed the requirements for teacher certification is assigned to a classroom for more than 30 consecutive instructional days. This requirement was passed by the 76th Legislature as House Bill 618 and is codified in Texas Education Code (TEC) 21.057.

Consequently, I am taking this opportunity to inform you that your student has been placed in a classroom with a teacher who is in the process of completing the necessary requirements to become certified with the State Board for Educator Certification. This individual has the outstanding level of knowledge, skills, and abilities to meet the needs of our students. The District has established a strong mentoring program, and the teacher will be mentored very closely during this time. In addition, I will be evaluating the teaching performance in the classroom to ensure that your child receives quality instruction.

Should you have any questions, please contact me to discuss the outstanding qualifications possessed by this teacher.

Sincerely,

SIGNATURE

Name

Principal

(SCHOOL LETTERHEAD)

(DATE) 29 de octubre de 2010

Estimado padre o tutor:

El Distrito Escolar Independiente de Carrollton-Farmers Branch ofrece un programa educativo que proporciona a cada estudiante los conocimientos y las destrezas necesarias para enfrentarse con éxito a los retos del presente y del futuro. Nuestro distrito, al igual que muchos otros distritos escolares públicos en Texas, se ha tenido que enfrentar a la actual situación de oferta y demanda del mercado profesional educativo. En algunos casos el distrito tendría que colocar en un campo o área específica de aprendizaje a una persona con título profesional, y con estudios universitarios, que haya completado todos sus estudios y que haya satisfecho todos los requisitos para recibir su título. En estas ocasiones, el distrito ha tenido que ocupar profesionales que no han completado los requisitos estatales para ser certificados en la área en la que van a enseñar. Cuando esto ocurra, le aseguramos que el distrito se ha esforzado en seleccionar y en colocar a la persona más capacitada que tenemos a nuestra disposición en cada salón.

La ley del estado de Texas requiere que se notifique a los padres o tutores si su estudiante tiene como maestro(a) a una persona que aún no haya completado todos los requisitos para titularse. Por consecuencia, tomo la presente oportunidad para informarles que hemos colocado a su estudiante en un salón con un(a) maestro(a) que está en vías de completar los requisitos necesarios para titularse con el Consejo del Estado para la Certificación de Educadores. Esta persona tiene un nivel sobresaliente de conocimientos, habilidades, y destrezas, y podrá atender a todas las necesidades educativas de nuestros estudiantes. El distrito ha establecido un excelente programa de mentores, y se aconsejará debidamente a estos maestros durante esta etapa de su carrera. Además, el administrador de la escuela estará constantemente evaluando la enseñanza que se imparte en los salones para así asegurar que su estudiante reciba en todo momento una educación de la más alta calidad.

Si acaso tienen Uds. alguna pregunta, hagan favor de ponerse en contacto conmigo para discutir la capacidad sobresaliente de este(a) maestro(a).

Atentamente

SIGNATURE

Name

Principal, Campus