



Date

Dear Parent or Guardian:

Federal law requires that parents be notified if their child is assigned a teacher for four or more consecutive weeks who does not meet applicable state certification or licensure requirements at the grade level or subject area assigned. Consequently, I am taking this opportunity to inform you that your child's _____ does not currently have the appropriate credentials for the assignment.

Although your child's teacher does not have the appropriate credential, we do believe that _____ is qualified to teach in this assignment.

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

Sincerely,

Principal

Campus Contact Information