

ANSONIA PUBLIC SCHOOLS

Families, Schools, and Community – Working Together

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SUPERINTENDENT
OF SCHOOLS:
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NOTIFICATION OF NON-CERTIFIED OR PROVISIONALLY CERTIFIED TEACHER

[Date]

Dear [Insert Name(s) of Parent(s)]:

Under the Every Student Succeeds Act of 2015, school districts are required to inform parents when their child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned. Pursuant to this federal requirement, we are writing to tell you that **[name of teacher]** has taught your child from **[date]** through the present date. You may request information regarding **[name of teacher]**'s professional qualifications by contacting **[name of contact]** at **[contact information]**.

If you have any questions regarding this matter, please do not hesitate to contact **[name of designated administrator]** at **[phone number]**.

Sincerely,

[Administrator]