

ASSIGNMENT AND SCHEDULES

DK
(EXHIBIT)

Note: A reference chart outlining required credentials and other criteria for assignment of District personnel can be found in the District's policy manual at DK(EXHIBIT).

The form below meets the requirements of state law applicable to all campuses. For campuses additionally subject to the Title I requirements under the federal No Child Left Behind Act, please see the TEA website for forms required for giving notice concerning qualifications of teachers: http://www.tea.state.tx.us/in-dex4.aspx?id=4749&menu_id=798.

NOTICE TO PARENTS REGARDING TEACHER ASSIGNMENT

_____ (date)

Dear parent:

Texas law requires that parents be notified if their child is assigned for more than 30 consecutive days to a teacher who does not hold an appropriate teaching certificate. Please be advised that your child's (teacher) (substitute teacher) in _____ (specify subject or grade) does not currently have the appropriate state teaching certificate or permit.

Although the instructor assigned to this class does not have the appropriate state teaching certificate, we do believe that _____ (teacher's name) is qualified to teach in this assignment. **[Include relevant qualifications of the instructor, if applicable.]**

Our staffing decisions are made to provide the best qualified person available for each class. In addition, the campus administrator will be evaluating each teacher's performance in the classroom to ensure that your child receives quality instruction.

[Include the following sentence if applicable:]

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 _____ (designated contact person) at _____ (phone number).

Sincerely,

Superintendent