KEYSTONE CENTRAL SCHOOL DISTRICT

86 Administration Drive, Mill Hall PA, 17751
Telephone: (570) 893-4900 Fax: (570) 893-2331
Web Site: www.kcsd.us

Justin Evey
Director of Human Resources/Safety and Security Coordinator

August 25, 2026

Dear Parent or Guardian:

The *Elementary and Secondary Education Act (ESEA),* as amended (*2015)* established the requirement that to be considered "qualified," a teacher has met applicable State certification and licensure requirements. Under this law, schools are required to provide timely notice to parents if their child has been assigned, or has been taught for four or more consecutive weeks by a teacher who has not met Pennsylvania certification and licensure requirements.

Although your child is not assigned to nor directly instructed by (Position), (name of staff member), we are notifying you as a courtesy as (name of staff member) works in a building where your student attends. (Name of staff member) has an emergency certification in order to be a (Position) in Pennsylvania. (Name of staff member) is working towards completing the requirements to receive a permanent certification.

(Name of staff member) has the following professional qualifications:

· He has a _____ degree in_____
· He is currently enrolled in a _____ program at_____ University. · He has been provided information and/or training regarding school and district policies and procedures.

If you wish to request additional information or have any other questions about your child's educational progress, please contact Justin Evey, Director of Human Resources at 570-893-4900, ext. 2320.

Sincerely,

Justin J. Evey
Director of Human Resources