Title I-A Parent Notification for Teacher Qualifications

Second Notice Requirement

SAMPLE- Use LEA/School letterhead

Insert DATE

Dear Parent/Guardian:

Federal law requires that all teachers meet state certification requirements in order to teach in schools that receive federal funding. As you know, Enter School Name Here receives federal funds to support the programs we offer to your child.

We believe that all teachers working in our schools are qualified for their teaching assignments. However, some substitute teachers may not have yet met all Idaho teacher requirements. Federal law requires us to notify parents if their child is being taught for four or more weeks by a teacher in a Title I-A school or program who does not yet meet the state teaching requirements.

This letter is to inform you that although your child’s teacher, Insert Teacher’s Name, meets the state requirements, the substitute teacher in the room during his/her absence does not. Please know that your child’s teacher is dedicated to the success of every child in the class.

If you have concerns about the substitute in the classroom, please call me or Insert LEA Federal Program Director’s Name, the Federal Programs Director, at Insert Phone Number. Thank you for your support of our school and your child’s education.

Sincerely,

Insert Principal Name

Principal