

**Professional Personnel**

**Exhibit - Notice to Parents When Their Child Is Assigned To or Has Been Taught for at Least Four Straight Weeks By a Teacher Who Is Not “Highly Qualified”**

*On District letterhead*

Date

Re: Notice to Parents When Their Child Is Assigned To or Has Been Taught for at Least Four Straight Weeks By a Teacher Who Is Not “Highly Qualified”

Dear Parents:

Federal law defines “highly qualified” teachers with reference to their certification or progress toward certification along with factors such as undergraduate major, college, or graduate degrees, and testing for subject matter and teaching skills. The law requires the District to notify parents/guardians of children in Title I schools if your child is assigned to a class being taught by, or has been taught for four or more consecutive weeks by a teacher who does not meet the federal law’s definition of “highly qualified.”

The teacher listed below has taught your student’s class for the last four consecutive weeks. While the District is unable to verify that the teacher meets the federal law’s definition of “highly qualified,” our observations of his/her classroom indicate that he/she is providing a satisfactory educational program and experience.

If you have any questions concerning this notice, please contact the school office.

Teacher: \_\_\_\_\_

Subject: \_\_\_\_\_

Sincerely,

Superintendent

Adopted: October 6, 2003

Approved: April 16, 2007