

Parent Notification (Sample) Letter
Assignment of Teacher for More than Four Weeks
not Meeting Certification/Licensure Requirements
As Required Under the *Every Student Succeeds Act of 2015*

[Date]

Dear Parent,

On December 10, 2015, the *Every Student Succeeds Act (ESSA) of 2015* was signed into law. Section 1112(e)(B)(ii) of the law states that any school that receives Title I funds must inform parents if their child is assigned a teacher for four or more consecutive weeks who does not meet applicable state certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

As of [date], your child's teacher [Mr./Ms. _____] has met the [Bachelor's degree requirement/State certification requirement/subject matter competency requirement], but has not completed the [requirement]. [He/she] is currently working to meet the necessary requirements.

If you have any questions regarding [teacher's name] qualifications, please feel free to contact [name] at [phone number].

Sincerely,
<Name>
<Title>