# Sample Parent/Guardian Notification –

# “Right-To-Know”: Teacher Not Meeting State Licensure Requirements

*Schools that receive Title I funding must provide each individual parent timely notice that the parent's child has been assigned or has been taught for four or more consecutive weeks by a teacher who does not meet applicable State licensure requirements at the grade level and subject area in which the teacher has been assigned (regardless of whether or not the teacher is being paid with Title I funds).*

[DATE]

Dear Parent or Guardian:

Federal education law requires that parents/guardians of children enrolled in Title I schools be notified if their child has been taught for four consecutive weeks by a teacher who does not meet State licensure requirements at the grade level and subject area in which the teacher has been assigned. As of this writing, your child's teacher (*name*) has not met the State licensure requirements for (*grade/subject*). (*He/she*) is, however, currently working to meet the requirement and we have full confidence in (*his/her*) ability to teach effectively in this assignment between now and (*date*).

If you have any questions regarding (*teacher's name*) qualifications, please feel free to contact us at [CUSTOMIZE].

Sincerely,

[NAME, TITLE]