**Sample Letter**

**School Letterhead**

Parent Notification Regarding Certification Status of Teacher

Dear Parent:

Under the *Every Student Succeeds Act* (ESSA), signed into law on December 10, 2015, all teachers teaching in a program supported with Title I funding must inform parents if their child is assigned a teacher for four or more consecutive weeks who has not met appropriate state certification and licensure requirements at grade level and subject area in which they have been assigned to teach, including any requirements for certification obtained through alternative routes to certification.

As of the date of this letter, your child’s teacher (Mr. /Ms.\_\_\_\_\_) has not met full certification/licensure requirements.

If you have questions regarding (*teacher’s name*) qualifications, please feel free to contact (\_\_\_\_\_\_\_\_\_\_\_\_\_) at (phone number).

Sincerely,

Name /Title

LEA