**Sample Letter to Parents Regarding Instruction Provided by Non-Highly Qualified Teacher**

For notification to parents of Title I students when a child is taught or assigned to be taught for four or more consecutive weeks by a teacher who does not meet federal highly qualified requirements [Section 1111(6)(B)(ii), ESEA.] Guidance D-3

Dear Parents/Guardian:

Your child (INSERT ONE OF THE FOLLOWING HERE)

* Has been assigned to be taught by (NAME OF TEACHER) in (GRADE, SUBJECT) for this school year **OR** for a period longer than four consecutive weeks.

The Elementary and Secondary Education Act, referred to as No Child Left Behind (NCLB), requires that any school receiving Title I federal funds to support achievement programs for low-income students must ensure students are taught by teachers who meet NCLB highly qualified teacher (HQT) requirements. Because our school receives Title I funding, we are notifying you that (NAME OF TEACHER) has not met the HQT requirements at this time.

In Title I Secondary (Middle and High) Schools, teachers must meet the following requirements:

* Charter School Certification Having Passed the Illinois Basic Skills and Subject Matter State test, or
* Have Illinois Board Certification, or
* HOUSSE (High Objective Uniform State Standard of Evaluation)

(NAME OF TEACHER) does not meet the highly qualified teacher requirements because (INSERT REASON). However, (NAME OF TEACHER)’s teaching assignment complies with Illinois’ certification and licensure requirements and (he/she) will meet the federal requirements when (WHATEVER TEACHER NEEDS TO DO AND PROJECTED DATE).

**Optional:** (NAME OF TEACHER) has (NUMBER OF YEARS) of classroom experience in (SUBJECT) and has been a part of our school family for (NUMBER OF YEARS). (NAME) received a bachelor’s degree in (SUBJECT) from (NAME OF COLLEGE/UNIVERSITY) and has additional academic degrees in (SUBJECT AREA). (NAME) is eligible to teach classes in (SUBJECT) at grade level.

We are committed to providing all of our students with the academic knowledge and critical thinking skills needed to succeed in school and beyond. That commitment includes ensuring that all of our teachers are highly skilled in the subjects they teach. If you have any questions about your child’s assignment to this class, please contact me at (PROVIDE CONTACT INFORMATION).

Sincerely,

Principal