



TO:

FROM:

RE: Parent's Right-To-Know – 21 Day Letter

DATE:

Federal law requires us to let you know when a teacher who does not have a certain set of credentials, or is teaching on an emergency or provisional status teaches your child for four consecutive weeks.

We are writing to tell you that _____ has taught your child _____ from _____ through _____. They do not meet the “Highly Qualified” state qualification and licensing criteria for the grade level and subject area in which they are currently providing instruction

* _____ is not a new teacher and has until the end of the 2016-17 school year to meet this requirement, they need _____. We are helping them create a professional development plan to complete this course shortly.

We are dedicated to meeting the educational needs of our students and are working to ensure that your child receives the best possible education. Please feel free to call _____ at _____ if you have any questions or would like additional information.

Sincerely,

School Principal
School