

Date: _____

Student Name: _____

Course Number: _____

Course Name: _____

Teacher Name: _____

Dear Parent/Guardian:

Your student is enrolled in the course referenced above. This letter is to inform you that the teacher for this course is considered to be “out-of-field” and is employed as an on-call substitute teacher. On-call substitute teachers have a minimum of a bachelor’s degree from an accredited college or university but do not have the credentials of a certified teacher.

If you have any questions, please do not hesitate to contact me.

Sincerely,

Principal
Taylor County Schools