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Date

Dear Parent/Guardian:

As required by the *No Child Left Behind Act of 2001*, this letter is to notify you that your child has been taught for four or more consecutive weeks by a teacher who has not met Florida's certification requirements. One or more of the following steps have been taken to ensure that your child receives quality instruction:

- All substitute teachers must receive substitute teacher training before they are employed in the classroom as a substitute teacher,
- Lesson plans are carefully planned and reviewed,
- Highly qualified teachers meet daily with the substitute teacher,
- Classrooms are visited regularly by a member of the school's administration.

Please do not hesitate to contact me if you have any questions.

Sincerely,

Principal

Cc: Title 1 District Office