

Appendix 203.2-B

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)

Dear Parents/Guardian:

Your child [check one] _____

- has been taught by [name of teacher] in _____ [grade, subject] for the past four weeks, check here if applicable [_____] , or ,
- 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. check here if applicable [_____] ,

The No Child Left Behind Act (NCLB), requires that any school receiving Title I federal funds to support achievement programs for low-income students must report whether 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 _____ (instructor's name) has not met the HQT requirements at this time.

We remain committed to providing all of our students with the academic knowledge and critical thinking skills needed to succeed in school and beyond and to providing qualified instructors for your student. If you have any questions about your child's assignment to this class, please contact me.

Sincerely,

Name and Title of Head Administrator of School