

**Sample Letter**  
**Parent Notification regarding “Highly Qualified” Status of Teacher**

Date

Dear Parent:

The federal *No Child Left Behind Act of 2001 (NCLB)* requires schools who receive Title I funds to notify parents or legal guardians when their child has been taught for four consecutive weeks by a teacher who is not considered “highly qualified.” In Wisconsin, a teacher of a core academic subject is “highly qualified” if he or she completed an approved educator preparation program resulting in a regular license to teach that subject. In some cases, we have had to fill teaching assignments in core academic subjects with teachers on emergency licenses or permits when licensed teachers were not available to hire.

As of the date of this letter, your child’s teacher (*Mr./Ms. \_\_\_\_\_*) is not considered “highly qualified.” Please be assured that this does not mean this teacher is not qualified or effective in providing your child a quality education for this assignment. Given his/her professional experience and efforts to acquire full certification, we believe that your child is receiving a high-quality education.

As required by federal law, the (*teacher name*) and (*district/agency*) are taking the following action to ensure the highly qualified provision are met.

*(Customize based on teacher action, district mechanisms of support and support for teacher based on qualifications outside licensure)*

If you have any questions regarding the qualifications of (*teacher’s name*), please feel free to contact (*responsible party*) at (*phone number*). For additional information about the federal highly qualified teacher requirements, please visit the Wisconsin Department of Public Instruction website at: [http://www.dpi.wi.gov/esea/pdf/wi\\_hqt\\_plan.pdf](http://www.dpi.wi.gov/esea/pdf/wi_hqt_plan.pdf)

Sincerely,

*(Name), (Title*  
*(District/Agency Name)*