

NC DPI OFP SAMPLE LETTER: PARENTS RIGHT-TO-KNOW
Teacher Not Meeting Professional Qualifications and Licensing Criteria

School Logo

Date:

TO: Parents/Family Members/Guardians

FROM:

RE: QUALIFICATIONS AND LICENSING OF TEACHERS

In accordance with the Every Student Succeeds Act (ESSA) and in addition to our beginning of the year comprehensive Parents Right-To-Know notification, each parent and family member shall be provided timely notice if their child has been assigned or has been taught for four or more consecutive weeks by a teacher who does not meet applicable state certification or licensure requirements per their designated grade level/subject/content area.

This notice is to inform you that the teacher(s) below has been assigned as your child’s teacher or has taught your child for four or more consecutive weeks while not meeting applicable qualifications or licensure requirements at the grade level/subject/content area per their assignment:

Name of Teacher	Does Not Satisfy ESSA Requirement (x)	Assigned Grade Level(s)	Subject/Content Area
Justin Example	x	4 th grade	Math, English Language Arts

(add content as applicable) Although your child’s teacher currently does not have the required teaching license and qualifications, we provide/believe.....

(Add content as applicable) In addition, a plan is in place to..... (i.e., support the teacher's performance, ensure that your child receives quality instruction, etc.).

If you have any related questions, please contact me at your convenience at 919-513-5602.

Sincerely,

Name, Title, Signature