

**End of Four Weeks' Instruction by Teacher NOT Highly Qualified
Parents' Right to Know Notification Letter**

**(Requirement notification at the end of four week period of instruction by a teacher not meeting
NCLB definition of "highly qualified")**

[Parents Right-to-Know: Notification requirement for LEAs that receive Title I, Part A funds, to notify the **parents of each student attending a Title I school, in a classroom being taught by a teacher (four or more consecutive weeks) not deemed to be "highly qualified"**. The notice and information provided to parents shall be in understandable and uniform format and, to the extent practicable, provided in a language the parent can understand.]

Date (At the end of four consecutive weeks of instruction)

Dear Parent or Guardian of XYZ School,

(Welcome-opening)

Title I, Part A is a federal supplemental program designed to help children reach high academic standards. In receiving funds from this program the school is required to inform you, as a parent of a child attending a Michigan school, of information regarding the professional qualifications of your child's classroom teacher. Your child has been taught for (*time period-weeks*) by a teacher who is not, under the definition of the *No Child Left Behind* legislation, "Highly Qualified" in (*the core subject area or areas*). (*For whatever; reason-supply rationale*) A Highly Qualified teacher is defined as a teacher that meets Michigan's qualification and licensing criteria for the grade level or subject area in which the teacher is providing instruction.

[*Follow with statements which may contain the following information:*

*Whether their child's teacher has met Michigan qualification and licensing criteria for grade levels and subject areas **other** than that in which the teacher provides instruction.*

OR

Whether their child's teacher is teaching under emergency or other provisional status through which Michigan qualification or licensing criteria have been waived specifically by the state superintendent.

OR

The baccalaureate degree major of your child's teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.

Provide timeframe and course of action being pursued to become "Highly Qualified."

(Closing)

Sincerely,

Superintendent