**Virginia Department of Education**

**Parent Notification (Sample) Letter**

**Assignment of Teacher for More than Four Weeks**

**not Meeting Certification/Licensure Requirements**

**As Required Under the *Every Student Succeeds Act of 2015***

[Date]

Dear Parent,

On December 10, 2015, the *Every Student Succeeds Act (ESSA) of 2015* was signedinto law. Section 1112(e)(B)(ii) of the law states that any school that receives Title I funds must inform parents if their child is assigned a teacher for fouror more consecutive weeks who does not meet applicable state certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

As of [*date*], your child's teacher [*Mr./Ms.\_\_\_\_\_*] has met the [*Bachelor's degree*

*requirement/State certification requirement/subject matter competency requirement*], but has not completed the [*requirement]*. [*He/she*] is currently working to meet the necessary requirements.

If you have any questions regarding [*teacher's name*] qualifications, please feel free to contact [*name*] at [*phone number*].

Sincerely,

<*Name*>

<*Title*>