Date

Dear Parent or Guardian:

Federal law requires that parents be notified if their child is assigned a teacher for four or more consecutive weeks who does not meet applicable state certification or licensure requirements at the grade level or subject area assigned. Consequently, I am taking this opportunity to inform you that your child’s *(subject or grade) (teacher or substitute teacher)* does not currently have the appropriate credentials for the assignment.

Although your child’s teacher does not have the appropriate credential, we do believe that *(teacher’s name)* is qualified to teach in this assignment. ***May include the following sentence(s) if applicable:*** *(Teacher’s name)* is currently certified in *(grade/subject)* and *(grade/subject)* under the laws of the state of Texas *(or specify other job-related credentials)*.

Our staffing decisions are made to provide the best qualified person available for each class. In addition, the campus administrator will be evaluating each teacher’s performance in the classroom to ensure that your child receives quality instruction.

***Optional for substitute assignments:***

We expect this teaching assignment to continue until your child’s regular classroom teacher returns from a leave of absence.

If you have any questions regarding your child’s teacher assignment, please feel free to call *(designated contact person and phone number).*

Sincerely,

Principal Name