

[School Letterhead]

[Date]

Dear Parents/Guardians:

Federal requirements state school districts must develop plans for all children to be taught by highly effective, licensed teachers, meaning the teacher has met state qualification and licensing criteria for the grade level(s) and subject area(s) in which the teacher provides instruction. If at any time your child has been taught for four (4) consecutive weeks by a teacher(s) who is not certified, you will be notified.

We are fortunate that Mr./Mrs. \_\_\_\_\_ has agreed to substitute for Mr./Mrs. \_\_\_\_\_ for several weeks.

[Insert Teacher's Name] has [Insert Qualifications, such as the name of the degree the substitute teacher has earned and the college from which it was earned or other qualifications that the parents should know about] and has taught in a local school for more than [insert written number – if relevant] years.

My staff and I will closely monitor this class to ensure student achievement. I am confident that quality instruction will continue in this classroom. However, if you have additional questions or concerns about your child's educational progress or teacher, you may contact me at [Insert Telephone Number] or email me at [Insert Email Address].

Sincerely,  
Principal's signature  
Principal's Typed Name