California Department of Education
Revised May 2017

[Model Letter of Four-Week Notice]

[District Letterhead]

To Parents/Guardians:

Your child is attending a school receiving Title I federal funds through the Elementary and Secondary Education Act (ESEA). This federal law requires that parents be notified when their child has been taught for four or more consecutive weeks by a teacher who has not met State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned. These requirements help us to ensure that all students receive the best education from teachers who are highly skilled and knowledgeable in their subject areas.

Currently, [***insert teacher's name***] has not met all of the State certification or licensure requirements at the grade level and subject area in which he/she has been assigned. Our district is working closely with [***insert teacher name***] to ensure that he/she will meet all State certification and licensure requirements at the grade level and subject area in which he/she has been assigned in a timely manner.

You may contact the district office to request the qualifications of your child's teacher. If you have any questions, please contact ***[insert name***] at ***[insert number].***

Sincerely,

[Principal]