**Title I, Part A**

**Parents/Guardians Right-To-Know:**

**Timely Notice of Limited State Certification and Licensure**

[Use LEA or School Letterhead]

[DATE]

Dear [SCHOOL NAME] Parents and Guardians,

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

This letter is to let you know that your child’s teacher, [TEACHER NAME], is in the process of meeting these requirements. We are providing [TEACHER NAME] the support necessary for success including [INSERT EXAMPLES].

We are confident in the education that your child is receiving this year. If you have any questions regarding the qualifications of [TEACHER NAME], please contact [LEA CONTACT] at [PHONE NUMBER].

Sincerely,

[Insert Signature]

[Insert Printed Name]

[Insert Title]