

SAMPLE PARENT NOTIFICATION LETTER

Dear Parent/Guardian:

Under the Federal "No Child Left Behind" Act of 2001, certain teachers must not only meet State certification standards, but also Federal standards. All core subject teachers in the country must document and demonstrate that they meet the requirements of "No Child Left Behind" by the 2005-2006 school year. One of the criteria under the Federal requirements is that teachers must demonstrate subject area competence in each core academic subject they teach. This impacts some of our middle and high school teachers who teach in more than one academic subject area.

Although [name of teacher] is fully certified and/or qualified to teach in New Hampshire, [she or he] has not yet finished implementing their plan to comply with the Federal "No Child Left Behind" Act and, therefore, the law requires that we provide you with written notification of this.

[name of teacher] holds certification in [area of certification], has a bachelor's degree in [undergraduate degree], [add anything else you would like parent's to know ie. Master's Degree, other activities, etc.] and has completed professional development activities in the following areas:

[list areas of professional development]

We are currently assisting all teachers to complete documentation to meet the new Federal standards by the deadline of June 2006. We have confidence in all staff members' ability to continue to provide high quality instruction to our students as we comply with this new Federal legislation.

If you have any questions or concerns please do not hesitate to contact me.

Sincerely,

Principal