

Note: If a child is assigned, or taught by a teacher who is not highly qualified for four or more consecutive weeks, send a copy of this letter to parents or guardians. Attach student roster to letter and file. Please use school stationary.

21 Day letter

Date

Dear Parents,

As required by the *No Child Left Behind Act of 2001*, this letter is to notify you that your child has been taught for four or more consecutive weeks by a teacher who has not meet Florida's certification requirements. One or more of the following steps were taken to ensure that your child received quality instruction:

1. Lessons were carefully planned and reviewed.
2. Highly-qualified teachers met daily with the substitute/teacher.
3. Classrooms were visited by a member of the administrative team.

Please be assured the Hamilton County School District has developed a very comprehensive individual Professional Development Plan for the teachers that do not meet the highly qualified criteria and is providing continuous assistance during their process of reaching this goal. In addition, your child's school is providing ongoing assistance so that the teacher's strengths and accomplishments continue to support achievement in the school. This includes college courses to assist the teacher in meeting highly qualified requirements and high quality professional development to strengthen the teachers use of effective instructional strategies.

Please do not hesitate to contact me if you have any questions.

Sincerely,

Principal's Name

C: Title 1 District Office