**Please Use School Letterhead**

**Teaching Out of Certification Area Letter Template**

<insert date>

Dear Parent/Guardian of <insert student name> at <insert school>,

The new Elementary and Secondary Education Act, No Child Left Behind, stresses the importance of finding the most qualified teachers for our students. One of the provisions of the Act includes the notification of parents or guardians of students who are being taught by teachers who are not Highly Qualified as defined by law. To be considered Highly Qualified a teacher must hold a valid Ohio Teaching Certificate/License and have passed a Ohio’s State Licensure Exam. In lieu of the exam a teacher can hold a Masters in Education, 30 semester credits in the content area they are teaching, or have a permanent or 8 year teaching certificate.

The Columbus City School District has made great progress in providing quality education for our students.

We have some teachers who have fulfilled the above criteria for Highly Qualified, but are teaching out of their area of certification. For example, a teacher qualified to teach science may, in an emergency, be teaching math. The District is notifying you of this situation.

As required by NCLB, this letter is to notify you that your child has been taught for 20 consecutive days by the following teacher who is teaching in an area other than that for which they are certified.

<insert teachers name> teaching <insert area or grade>

We appreciate your attention to your child’s education. The district is committed to lifting the academics of all students in our schools. If you wish to discuss this matter further, please do not hesitate to contact me.

Sincerely,

Principal

CC: Human Resources Administration