**Please Use School Letterhead**

**Special Education Teacher 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 National Teachers 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. The district has moved out of state designated academic emergency and we continue to progress academically.

We have some special education teachers who have fulfilled the above criteria for Highly Qualified, but are now also required under a new interpretation of NCLB act to have additional coursework in every subject they are teaching. For example, a teacher may have a special education certification, but if they are teaching English they will also need to have 2-3 additional courses in that subject area. All of our teachers are working toward obtaining the additional hours as required by the NCLB Act.

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 does not have the additional coursework required for the subject they are teaching.

<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