

(Today's Date)

Dear Parents:

Under the Elementary and Secondary Education Act (reauthorized as Every Student Succeeds Act), Title I schools are required to provide parent notification when a teacher does not meet Appropriate Certification requirements.

Although (Teacher's Name) is a valued member of the faculty at (School Name), (she/he) does not meet the requirements for being an Appropriately Certified Teacher. (Teacher's Name) will be completing the necessary steps to meet the requirements as soon as possible.

Sincerely,

(Principal's Name)
(Name of School)

(Superintendent's Name)
(Name of LEA)