

# School Letterhead

[Date]

Dear Parents/Guardians;

The Taylor County School District complies with federal and state law concerning the requirements of teacher certification requirements (ESSA sec. 1112(e), Florida Statute 1012.42). This letter is notification that your child has been taught for four or more consecutive weeks by a teacher who has not met applicable state certification or licensure requirements at the grade level and/or subject level area in which they have been assigned to teach.

State law provides for the use of an out-of-field teacher when a teacher with appropriate certification cannot be employed. As of the date of this letter, your child's teacher, [teachers' name], is certified to teach \_\_\_\_, but has not yet obtained certification for \_\_\_\_. He/she is, however, currently working to obtain the required credentials and we have full confidence in his/her ability to teach effectively in this assignment.

We want to stress to you that your child's teacher has met the requirements as a "qualified instructor" as defined in State Board of Education Rule 6A-1.0503.

If you have any questions regarding the qualifications of [teachers' name], please feel free to contact the school principal. For additional information about the state's certification and licensure teacher requirement, please visit the following webpages:

Florida Department of Education Educator Certification	<a href="http://www.fldoe.org/teaching/certification">http://www.fldoe.org/teaching/certification</a>
Title II, Part A – Teacher and Principal Quality	<a href="http://www.fldoe.org/teaching/professional-dev/title-ii-a-teacher-principal-training-stml">http://www.fldoe.org/teaching/professional-dev/title-ii-a-teacher-principal-training-stml</a>

Sincerely,

School Principal  
School  
School Phone Number