

Professional Personnel - Letter to Teacher Who Fails to Meet the Federal Definition of “Highly Qualified”

On District letterhead

Date

Re: Necessity of Meeting the Federal Definition of a “Highly Qualified” Teacher

Dear *[insert teacher’s name]*:

Our records indicate you are teaching without being “highly qualified” as defined by federal law. As you are aware, it is very important that you complete courses that will qualify you as “highly qualified.” Federal law mandates that all teachers in core academic areas be “highly qualified” by June 2006. The requirements to be “highly qualified” are contained in the federal No Child Left Behind Act. In addition, please see School Board policy 5:190, *Teacher Qualifications*.

In the meantime, to help us monitor your progress toward obtaining “highly qualified,” please submit a plan detailing how you will reach this status to your Building Principal by *[insert date]*. If you believe this letter was sent to you by mistake, please contact your Building Principal as soon as possible so that we may correct our records if appropriate.

Sincerely,

Superintendent

Revised: 03/16/05