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**DATE: 2018-19**

Dear Parent:

The federal Every Student Succeeds Act (ESSA) requires that Title I schools inform parents if their child has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned (section 1112(e)(1)(B)(ii)).

Polk County Public Schools are committed to providing quality instruction for all students and does so by employing the most qualified individuals to teach and support each student in the classroom.

As of this writing, your child's teacher, *[teacher's name]*, has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned. Polk County Public Schools provides support for this teacher through the development of a plan to complete these requirements by the end of the school year.

If you have any questions regarding this matter, please feel free to contact the school.

Sincerely,

Julie Sloan

**Name and Title of School Principal**

STUDENTS FIRST

