**Sample Letter – Title I, Part A**

**Parents Right-To-Know: Timely Notice of Limited State Certification and Licensure**

**[Use LEA or School Letterhead]**

[Date]

Dear Parents,

The federal Elementary and Secondary Education Act as amended by the Every Student Succeeds Act (ESSA) requires schools that receive Title I, Part A funds to notify parents or legal guardians when their child has been taught for four (4) consecutive weeks by a teacher who has not met “applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.” [[ESSA](https://legcounsel.house.gov/Comps/Elementary%20And%20Secondary%20Education%20Act%20Of%201965.pdf) Sec. 1112(e)(1)(b)(ii)]

In Washington, this notification requirement is for any teacher teaching under a **limited substitute teaching certificate**. Limited substitute teaching certificates are issued under specific circumstances ([WAC 181-79A-231](http://apps.leg.wa.gov/WAC/default.aspx?cite=181-79A-231)). In some cases, teaching assignments are filled with teachers who have been issued a limited certificate or a teaching permit when regular certified teachers were not available to hire or were absent for an extended period of time.

As of the date of this letter, your child’s teacher **[Mr. /Ms. Teacher Name]** is teaching under a limited substitute teaching certificate, such as a*n Emergency Substitute certificate or Intern Substitute Teacher certificate.*

If you have any questions regarding the qualifications of **[Teacher’s Name]**, please contact **[LEA Contact]** at **[Phone Number]**. Additional information about Washington’s teacher certification and licensure requirements can be found here:

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| Title II, Part A – Teacher and Principal Quality Program Office, Office of Superintendent of Public Instruction (OSPI) | <http://www.k12.wa.us/titleiia/> Tel: 360-725-6340 |
| Certification Office, Office of Superintendent of Public Instruction (OSPI)  | http://www.k12.wa.us/[certification](http://www.k12.wa.us/certification/)/Tel: 360-725-6400 |
| Professional Educator Standards Board (PESB) | <http://www.pesb.wa.gov/> Tel: 360-725-6275 |

Sincerely,

**[Name], [Title]**

**[Local Education Agency Name]**