

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 notify parents or legal guardians in a timely manner 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 Sec. 1112(e)(1)(b)(ii)] The Kansas State Department of Education (KSDE) defines *timely* as “notification within two weeks.”

In Kansas, notification *could* mean the teaching assignment is held by a teacher who holds a(an):

- Standard Kansas Teaching license but does not hold an endorsement at the grade level in which they teach.
- Nonstandard Kansas license in the endorsement area. Examples are:
 - Restricted Teaching License in the endorsement area
 - Temporary nonrenewable license in the endorsement area
 - Provisional license in the endorsement area
 - Limited Teaching Licenses
 - Limited Residency license
 - Limited TAP license
 - Limited Elementary Residency License
- A State Board approved waiver to serve in the position
- Substitute license

During the past four or more consecutive weeks, your child has been receiving instruction from (Name of teacher) in the following class: (Content Area) at (School Building). If you have any questions regarding the qualifications of [Teacher's Name], please contact [LEA Contact] at [Phone Number].

Additional information about Kansas' teacher certification and licensure requirements can be found here: [KSDE – Teacher Licensure Department](#)

Sincerely,

[Name], [Title]

[Local Education Agency Name]