

Parent Notification Regarding Certification and Licensure Status of Teacher

Please customize this letter with district letterhead. Personalize to include district specific or additional information.

[Date]

[Name and address of school]

Dear Parents,

The Every Student Succeeds Act requires schools who receive Title I, Part A funds to notify parents or legal guardians when their child has been taught for four consecutive weeks by a teacher who has not met state certification/licensure requirements.

As of the date of this letter, your child's teacher, [Mr. /Ms. Teacher name], does not meet state certification/licensure requirements.

If you have any questions regarding the qualifications of [teacher's name], please feel free to contact [responsible party] at [phone number]. For additional information about the state's certification and licensure teacher requirements, please contact the Educational Professional Standards Board of Kentucky:

Educational Professional Standards Board (EPSB)
Certification Branch
300 Sower Blvd.
Frankfort, KY 40601
Phone: (502) 564-5846

Sincerely,

[Name], [Title]

[School Name]