

**SAMPLE # 1**  
**LETTER TO PARENTS**  
**HIGHLY QUALIFIED TEACHER INFORMATION**  
**For Title I Schools and Programs Only**  
**(Parent Notice That They May Request Information)**

Dear Parent/Guardian:

We at \_\_\_\_\_ school are sending you this information as one way to fulfill our obligations under the "Parents' Right to Know" requirements of the federal *No Child Left Behind Act* (NCLB). Under these requirements, teachers must meet general qualifications as well as the specific requirements of the subject they are teaching. This means we will be informing parents whenever a child is taught for four consecutive weeks by a teacher who does not meet the new federal definition of "Highly Qualified".

Maine has some of the most qualified teachers in the country, and we are extremely proud of our teaching staff. We work hard to assure that every class has a teacher with the appropriate background, experience, and credentials for his or her current teaching assignment.

We believe that a caring, competent, and qualified teacher for every child is the most important ingredient in education reform, and we want to assure you that we consider all our teachers to be fully qualified for their positions. All of our teachers are currently entitled to teach under Maine's strict certification requirements. All of our teachers have college degrees and many have advanced degrees. In addition, every teacher continues his or her own learning through professional development activities and our teachers are evaluated each year to make sure that their teaching skills remain at the highest possible level.

Most teachers already meet the federal definition of "Highly Qualified". Those teachers who do not meet this federal standard will be able to do so by engaging in additional professional development or by passing a test. These teachers will have until the end of the 2005 – 2006 school year to do so.

Additional information on the NCLB Act, as well as on the qualifications of your child's teacher is available on request. Please contact \_\_\_\_\_ at (phone # \_\_\_\_\_) if you have questions or would like further information. Working with parents is an important aspect of our efforts to help students learn and we welcome your interest.

Sincerely,

\_\_\_\_\_  
Principal