



MUSKOGEE PUBLIC SCHOOLS

Est. 1898

DATE

Dear Parent(s)/Guardian(s):

The *Every Student Succeeds Act (ESSA)* [[§1112\(e\)\(1\)\(B\)\(ii\)](#)] requires all Title I schools to notify parents or guardians of a child that has been taught for four consecutive weeks by a teacher who has not met state certification and licensing requirements for the grade level and subject areas in which the teacher has been assigned.

The purpose of this letter is to notify you, as required by federal law, that Mr./Ms. **NAME OF TEACHER** does not currently meet Oklahoma teacher certification requirements for the grade level and subject areas being taught to your child.

Nevertheless, given their professional experience, we believe that your child is receiving a high-quality education.

(Any additional information or explanation may be inserted here regarding emergency certification, adjunct status etc.)

If you have any concerns regarding this information, you have the right, as a parent/guardian, to review the qualifications of your child's teacher. Please contact **NAME AND TITLE** at **PHONE NUMBER** if you have any questions.

Sincerely,

FIRST AND LAST NAME

School Principal