

SAMPLE LETTER REQUESTING INFORMATION ON TEACHER QUALIFICATIONS

[Parent Name/Contact Information]

[Date]

_____, Principal/Building Administrator
[School or Charter School]

Re: [Name of Teacher]

Dear [Principal/Administrator]:

I am the parent of [Name of Child], who is in the ____ grade at [Name of School].

[Name of Teacher] is one of my child's teachers. I am writing to learn more about the professional qualifications of [Name of Teacher] and whether s/he meets the standards for "highly qualified" teachers as described in federal law. [Describe what type of instruction the teacher provides, i.e., "Ms. Brown teaches in the self-contained classroom for children with emotional disabilities," "Mr. Hatch is the 2nd grade resource teacher," or "Ms. Smith teaches 10th grade math"].

Please answer the following questions:

1. Is [Name of Teacher] highly qualified to teach [Type of Instruction] ?
2. If not, will [Name of Teacher] meet those standards by the end of the school year?
3. If [Name of Teacher] is not highly qualified at this time, when do you expect the teacher to meet the highly qualified standard for the type of instruction the teacher provides? What additional training or coursework is needed?
4. What are the professional qualifications of [Name of Teacher] to teach [Type of Instruction] ? Please describe the type of teaching certificate(s) and/or endorsements held by the teacher as well as the teacher's educational background (including bachelor's major, graduate coursework or graduate degrees). Please describe any other State qualifications the teacher has met for the type of instruction the teacher provides.
5. Is [Name of Teacher] teaching under an emergency teaching certificate?

If you expect that it will take longer than a week to answer these questions, please let me know. The best way to reach me is [by phone and/or e-mail - provide specific number and/or address]. Thank you.

Sincerely,
[Your Name]