

SPRAGUE SCHOOL DISTRICT
Baltic, Connecticut

**NOTIFICATION OF NON-CERTIFIED OR
PROVISIONALLY CERTIFIED TEACHER/PARAPROFESSIONAL**

[SPRAGUE BOARD OF EDUCATION LETTERHEAD]

[Date]

Dear [Insert Name(s) of Parent(s)]:

Under the No Child Left Behind Act of 2001, school districts are required to inform parents when their child is taught in a core academic subject for four or more consecutive weeks by a teacher who has not yet achieved full state certification or has had certification waived on an emergency, temporary or provisional basis. Pursuant to this federal requirement, we are writing to tell you that [name of teacher] has taught your child from [date] through the present date.

For teachers working under an emergency, temporary or provisional certificate:

[Name of teacher] is a graduate of [name of college/university], with [BA, MA, other degree(s)] in [major discipline(s)]. In Connecticut, [he/she] is considered qualified to teach, and is currently working in the classroom under a [insert reference to type of emergency, temporary or provisional certificate], issued by the Connecticut State Department of Education. In order to become fully certified, [name of teacher] must complete [list details of required coursework or examination criteria].

For substitute teachers:

[Name of teacher] is a graduate of [name of college/university], with [BA, MA, other degree(s)] in [major discipline(s)]. [He/she] is a substitute teacher with the district.

If you have any questions regarding this matter, please do not hesitate to contact [name of designated administrator] at [phone number].

Sincerely,

[Administrator]