Ohio | Department of Education

Notice of Teacher and/or Substitute Highly Qualified Status
To Be Placed on District Letterhead

Issue Date:	March 16, 2006	**Revised:**
Sources:	Office of Federal Programs	
Key Words:	Highly Qualified Teacher, Parent	
Summary:	Parent Right To Know HQT Letter for teachers &/or substitute teachers	

Date: _____

Dear Parent or Guardian:

As part of the federal requirements of the *No Child Left Behind* (NCLB) Act, we are notifying you that your child has been assigned, or has been taught for four or more consecutive weeks, by a teacher/substitute who is not "Highly Qualified."

Even though all teachers and substitutes in our district's Title I funded schools have met the first two requirements (see 1 & 2 below), the NCLB Act has created a *Highly Qualified* teacher status with further requirements.

In order to be *Highly Qualified* in the state of Ohio, a teacher/substitute must meet three requirements:

1. Have at least a bachelor's degree, and
2. Have full state certification or licensure, and
3. **One** of the following:
   - have successfully completed a State Licensing exam
   - have a Master's Degree in Education (K-6) or Master's Degree in a content area (7-12)
   - hold an eight-year Professional or Permanent Certificate
   - have National Board Certification
   - have completed 90 clock hours of professional development in appropriate content knowledge (a maximum of 45 clock hours of improving teaching skills or Ohio Academic Content Standards subject matter may apply)

During the past four or more consecutive weeks, your child has been receiving instruction from (Name of teacher or substitute) in the following class: (Content Area) at (School Building) who is in the process of meeting the new requirements of HQT.
The district has developed an action plan to address this teacher's highly qualified status.
It is your right to request information regarding the qualifications of your child's teacher.
If you wish to request such information, please contact (School District Contact) at (Phone).

Sincerely,
LEA Superintendent