Timely Notice of Teacher Certification/Licensure Status

TO BE PLACED ON DISTRICT LETTERHEAD AUGUST 2025 - TIMELY NOTICE EXAMPLE LETTER REGARDING TEACHERS NOT MEETING CERTIFICATION OR LICENSURE REQUIREMENTS

Date: _____

Dear Parent or Guardian:

As part of the federal requirements of the *Every Student Succeeds Act (ESSA), (Public Law 114-95), Section 1112 (e)(1)(B)(ii)*, we are notifying you that your child has been assigned, or has been taught for four or more consecutive weeks by a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

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)___**. The district has developed an action plan to address this teacher's credentials. 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,

Superintendent

25 South Front Street
Columbus, Ohio 43215 U.S.A.
education.ohio.gov

877 | 644 6338
For people who are deaf or hard of
hearing, please call Relay Ohio first at 711.

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