*(To be issued if a teacher has taught a student for four or more consecutive weeks  
and does not meet district professional qualifications)*

In Alaska, Title I, Part A schools/programs are required to provide timely notice to parents when students have been assigned or taught for four or more consecutive weeks by a teacher who does not meet applicable state certification or licensure requirements in accordance with the Every Student Succeeds Act (ESSA) of 2015   
[*ESSA Sec. 1112 (e)(1)(B)(ii)*].

**Requirements for Content of the 4 Week Parent Notification**

In compliance with the requirements of the Every Students Succeeds Act, parents must be notified of a teacher’s professional qualifications under the following circumstances:

* + **Regular Education Teachers in all districts-** When students have been assigned or taught for four or more consecutive weeks by a teacher who does not meet ‘in-field’ state certification requirements at the grade level and subject area in which the teacher has been assigned.
  + **Special Education Teachers in all districts-** Districts should use the following criteria to determine when to send 4 Week Notifications for special education teachers:
    - **Special education teachers who do not issue grades -** 4 Week Parent Notifications must be disseminated if the teacher does not hold special education certification.
    - **Special education teachers who issue grades-**
      * Special Education Certification - 4 Week Parent Notifications must be disseminated if the teacher does not hold special education certification, and/or
      * Content Certification or Equivalent - the teacher does not hold ESSA in-field equivalent for the subject area and grade level band in which the teacher issues grades.

Notifications should occur within ten business days following the four consecutive weeks.

* Name of the district and/ or school/program; and,
* Statement that the teacher has not met State certification for the grade level(s) and/ or subject area(s) in which the teacher is assigned. Grade level and/or subject area must be identified.
* In Alaska, notification requirements apply to ONLY teachers in Title I, Part A schools/programs.
* Maintain records of all notifications.

**Best Practices for the 4 Week Parent Notification**

ESSA does not prescribe the exact method of dissemination for notifications. In Alaska the following are considered best practices when notifying parents:

* Develop written procedures for compliance, which include a timeline and person, by position, responsible for verifying notification content, verifying dissemination of notification, and maintaining notification documentation.
* Notify parents in a format that will ensure that all parents have the opportunity to receive the information.
* Ensure the notification includes school/program/district name and a point of contact by position.

**SAMPLE Parent Notification**

*(To be issued if a teacher has taught a student for four or more consecutive weeks  
 and does not meet State professional qualifications)*

**[Print on School Letterhead]**

**[Month, Day, Year]**

Dear Parent(s)/Legal Guardian(s):

In Alaska, in accordance with the Every Student Succeeds Act (ESSA) of 2015, district Title I, Part A schools are required to provide timely notice to parents when students have been assigned or taught for 4 or more consecutive weeks by a teacher who does not meet applicable state certification or licensure requirements at the grade level(s) and subject area(s) in which the teacher has been assigned. *ESSA Sec. 1112 (e)(1)(B)(ii)*

*Individual Teacher Notification option:*

We are notifying you that your child’s **[*Insert grade –if applicable - and course*]** teacher, **[*Insert Teacher’s Name*]**, does not meet State professional qualifications. **[*Insert name of district or school*]** is working with this teacher to ensure that the necessary steps are taken in order to meet these requirements.

**[*Insert Teacher’s Name*]** has **[*Insert Qualifications, such as the name of the degree the teacher earned and the college from which it was earned]*** and has taught in a local school for more than **[*insert written number – if relevant*]** years.

My staff and I will closely monitor this class to ensure student achievement. However, if you have additional questions or concerns about your child’s educational progress or teacher, you may contact me at **[*Insert Telephone Number*]** or email me at **[*Insert Email Address*].**

Sincerely,

***[Insert signature]***

**[Insert printed name]**

**[Insert title]**