

Date

Dear Parent/Guardian,

I am notifying you that your child is currently being served by a long-term substitute in **(insert class name)**. Substitute teachers working in Kansas City Kansas Public Schools have been issued a Substitute License with the State of Kansas. Substitute teachers in KCKPS have passed all necessary requirements for working with our students. If a substitute does not hold a valid or active teaching license with the state of Kansas, they are not designated as a highly qualified teacher.

Please know that the school's Administration ensures the substitute participates in professional development session, they work closely with grade level partners, and they have access to our Instructional Coaches as needed. As I do with all classrooms, I monitor student and staff efforts on a daily basis and I feel confident that the instructional routines are in place to ensure your child's success while they are in this classroom.

If you have any questions or concerns about your child's educational progress, please feel free to contact us at **(913) ___ - ____**.

Sincerely,

Your name

Principal, your school name