

Date

Dear Parent/Guardian,

I am notifying you that your child's (Ex: 1st grade, 6th grade math, art, computer science – insert what identifies the subject/class but NOT the individual) teacher does not currently have an active teaching license with the State of Kansas. While all teachers in KCKPS have passed all necessary requirements for working with our students, some may be in the process of updating their teaching license to the next certification level or in the process of transferring their teaching license to Kansas from another state. If a classroom teacher does not hold a valid or active teaching license with the state of Kansas, they are not designated as a highly qualified teacher during this window of time.

Please know that the school's Administration ensures that all classroom teachers participate in professional development sessions, 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 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