# SAMPLE:

**4-Week Rule Letter**

Dear Parent or Guardian,

As a charter school, [School] has the ability to employ educators from a wide variety of backgrounds, including but not limited to teachers from out-of-state, teachers with a lapsed Colorado certificate, persons with several years of successful teaching experience in a setting not requiring a license, as well as persons with business or professional experience. We believe that this flexibility in being able to employ educators from more diverse backgrounds yields greater success in the classroom and school environment.

On December 10, 2015, President Obama signed the Every Student Succeeds Act (ESSA) into law. The law states that any school that receives funds for educationally disadvantaged students (Title I funds) must inform parents if their child is assigned a teacher for **four** or more consecutive weeks who is has not met applicable State certification or licensure requirements at the grade level and subject area in which they have been assigned to teach.

While your child's teacher does not hold a Colorado teacher’s license, [Teacher Name], has a [a \_\_\_\_\_\_\_ degree in \_\_\_\_\_\_] and is qualified to teach [insert area of assignment] according to the Colorado criteria for this grade level and subject area.

If you have any questions regarding (*teacher's name*) qualifications, please feel free to contact (me/the district office).

For additional information about the requirements for teacher qualifications under the ESSA, please visit the Colorado Department of Education's website at: <http://www.cde.state.co.us/fedprograms/tii/a_hqt>