# 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.

As of this writing, your child's teacher, [Teacher Name], holds a [insert credentials held, such as degree], but has yet to meet the Colorado criteria at the grade level and subject area in which [he/she] is assigned. [He/she]is, however, currently working to meet the criteria by [passing a state approved content exam OR completing additional coursework in the content area OR participating in an alternative licensure program, etc] and we have full confidence in [his/her]ability to teach effectively in this assignment.

If you have any questions regarding [*teacher's name*] qualifications, please feel free to contact (School contact) at (phone or email).

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>