

(Date)

Dear Parent/Guardian:

The No Child Left Behind Act requires the **(LEA Name)** to notify parents when a substitute teacher has given 20 or more days of instruction to their child without being certified in the assignments content area.

This letter serves as a formal notification that your son or daughter's substitute teacher, **(substitute teacher's name)** at **(school name)** has given 20 days or more of instruction without possessing a certification in the **(certification)** content area. **(Substitute Teachers Name)** is emergency certified in all subject areas.

Additional questions regarding the substitute's remaining time at your child's school or the substitute's performance should be directed to the site principal. Substitute credential questions should be directed to **(Individual's Name & phone number)**.

Sincerely,

XXXX

cc: Principal