DATE

Contact

Dear XXXXX Public School Parent,

I write you today to let you know that the XXXXX Public School District is currently not in compliance with meeting the highly qualified teacher and instructional requirements based in the area of art. We currently have an excellent person teaching our art classes, and she carries certification as a Missouri teacher, but not in the field of art. We are confident in the capabilities of this teacher, but want you to know that our goal is to have a highly qualified person in this position. All other teachers teaching core subject are classified as highly qualified.

We are proud of our staff and will continue to provide your child with quality instruction.

Thank you for your support.

XXX XXXXX

Principal

XXXXX School District