

Parent Notification Guidelines for Reporting Not-HQ Teachers Throughout the School Year

On January 27, 2009, the District received clarification from the Florida Department of Education that parent notification letters are no longer required to be sent home every four weeks. Instead, the letters notifying parents that their child is being taught by a not-HQ teacher need to be sent home only once, provided the same teacher continues to teach the same students. When a new student is enrolled in the class, a “four-week notification” letter must be sent to the student’s parents. Conversely, a “four-week notification” letter must be sent to all parents if the teacher is replaced by another not-HQ teacher.

Procedure:

1. Copy and paste the appropriate not-HQ letter to a new document with the school’s letterhead.
2. In the spaces provided, enter the date, teacher’s name, course/subject, school name, the school phone number and the name of the Title I contact person.
3. Type in the principal’s name and title and have the principal sign the letter.
4. Make copies of the letter and send the original home via the student.
5. Retain a copy of the letter for the school’s Title I audit file.