

THE SCHOOL DISTRICT OF  
PALM BEACH COUNTY, FLORIDA


MELINDA WONG  
DIRECTOR

E. WAYNE GENT  
CHIEF OFFICER OF ADMINISTRATION

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## Memorandum

September 30, 2011

To: Title I Principals  
From: E. Wayne Gent   
Chief Officer of Administration

### Subject: Reporting of Not Highly Qualified (NHQ) Teachers and Substitute Teachers to Parents/Guardians

Pursuant to the *No Child Left Behind (NCLB) Act of 2001*, schools are required to notify each individual parent/guardian of their child's assignment to a teacher or substitute teacher who has not met Highly Qualified Standards in the teacher's assigned core academic subject(s). To that end, we have identified those teachers and substitute teachers who have not met the NCLB Highly Qualified Standards in the core academic subject(s) that they teach.

Parent/guardian notification letters for each student being taught by a NHQ teacher or substitute teacher for four or more consecutive weeks will be printed in the student's home language and should arrive at your school on or before October 10, 2011.

Your school's NCLB Title I contact person is requested to take the following steps:

- Place sample copies of the parent/guardian letters in the Title I audit file.
- Send the parent/guardian letters home with the students by **Friday, October 14, 2011**.
- Respond to inquiries by parents/guardians in a timely manner.
- Maintain a log listing each inquiry to include the name of the parent/guardian, the date of the inquiry, and the information provided.

After the parent/guardian notification letters are disseminated, the school's Title I contact must complete the attached Compliance Verification for NCLB Reporting of NHQ Teachers and return it to the Certification/Highly Qualified Standards Office.

Should you have any questions regarding this matter, please contact Cherrie Hires, Certification Manager, at 561-434-8151 or via email at [cherrie.hires@palmbeachschools.org](mailto:cherrie.hires@palmbeachschools.org).

WFM:EWG:MW:CH:pk

Approved:   
William F. Malone, Superintendent

Enclosures

C: Judith Klinek  
Area Superintendents  
Marcia Baldanza  
Juanita Edwards  
Melinda Wong

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The School District of Palm Beach County is an Equal Education Opportunity Provider and Employer

**Compliance Verification for  
NCLB Reporting of Not Highly Qualified Teachers and Substitute Teachers  
FY 2012**

*Please print.*

**School Name:** \_\_\_\_\_

**Title I Contact Person:** \_\_\_\_\_

**Title I Contact's Phone #:** \_\_\_\_\_

**Date Letters Sent Home:** \_\_\_\_\_

I confirm that the parent/guardian notification letters for all students being taught by a NHQ or Substitute teacher in our Title I school were sent on the date indicated above.

\_\_\_\_\_  
Title I Contact's Signature

\_\_\_\_\_  
Date

**By October 21, 2011, please submit the completed form via pony or fax to the following:**

Certification/Highly Qualified Standards Office  
FHESC  
Suite A-152  
Fax: 561-434-8992

**Please note:**

*For HQT monitoring purposes, please keep a copy of this form in your Title I audit folder.*