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Ohio | Department of Education

Mike DeWine, Governor
Paolo DeMaria, Superintendent of Public Instruction

Timely Notice of Teacher Certification/Licensure Status

Issue Date: September 13, 2017
Sources: Office of Federal Programs
Key Words: Highly Qualified Teacher, Parent
Summary: Parent Right-To-Know letter regarding teachers not meeting certification or licensure requirements

Dear Parent or Guardian:

As part of the federal requirements of the *Every Student Succeeds Act (ESSA)*, (Public Law 114-95), Section 1112 (e)(1)(B)(ii), we are notifying you that your child has been assigned, or has been taught for four or more consecutive weeks by a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

Even though all teachers and substitutes in our district's Title I funded schools have met the first two requirements (see 1 & 2 below), O.R.C 3319.088 currently requires that teachers of core academic subjects continue to meet *Highly Qualified* teacher requirements.

In order to be *Highly Qualified* in the state of Ohio, a teacher must meet three requirements:

1. Have at least a bachelor's degree, and
2. Have full state certification or licensure, and
3. **One** of the following:
 - have successfully completed a State Licensing exam,
 - have a Master's Degree in Education (K-6) or Master's Degree in a content area (7-12),
 - hold an eight-year Professional or Permanent Certificate,
 - have National Board Certification,
 - have completed 90 clock hours of professional development in appropriate content, knowledge (a maximum of 45 clock hours of improving teaching skills or Ohio Academic Content Standards subject matter may apply).

During the past four or more consecutive weeks, your child has been receiving instruction from _____ (Name of teacher or substitute) _____ in the following class: (Content Area) _____ at Cesar Chavez College Preparatory School, Educational Academy for Boys & Girls or Midnimo Cross Cultural Middle School. The district has developed an action plan to address this teacher's highly qualified status. It is your right to request information regarding the qualifications of your child's teacher. If you wish to request such information, please contact Dr. Barbra Bowers at (614) 299-1007.

Sincerely,

Dr. Estella Stephens, Superintendent