



January 29, 2016

Dear Parent or Guardian:

The Elementary & Secondary Education Act (ESEA) requires school districts to notify parents of their right to know the professional qualifications of the classroom teachers who instruct their child. Parents have the right to request the following information about each of your child's classroom teachers:

- **When your child has been assigned or taught four or more consecutive weeks by a substitute teacher who does not meet the “highly qualified” requirements**
- **When your child has been assigned or taught four or more consecutive weeks by a substitute teacher who does not meet the “highly qualified” requirements**

Please be advised that your child's *7th Grade Science/ELT* class is currently being instructed by a substitute teacher. We are notifying you that we have secured Mr. *Todd Triplett* to teach the *7th Grade Science/ELT* class.

If you would like to receive any of the information listed above for your child's teacher at **Cedar Grove Middle School**, please contact your Grade Level Administrator. Contact information for each is as follows:

Principal Dr. Alexander ~ 678-874-4202 or candace_y_alexander@dekalbschoolsga.org

6th Grade Dr. Bernard ~ 678-874-4214 or shelton_bernard@dekalbschoolsga.org

7th Grade Mr. Wright ~ 678-874-4212 or overton_v_wright@dekalbschoolsga.org

8th Grade Ms. Wells ~ 678-874-4213 or patricia_a_wells@dekalbschoolsga.org

For additional information regarding the federal “highly qualified” teacher requirements and Georgia policies, please visit the Georgia Professional Standards Commission website at www.gapsc.com.

Date Letter Sent to Parent or Guardian (January 29, 2016)

“Improving Student Performance through Parental Engagement”

www.dekalb.k12.ga.us