



[Sample Notice of Provisional Internship Permit and Short-Term Staff Permit]

[School Site Letterhead]

Dear Parents/Guardians:

Your child is attending a school receiving Title I federal funds through the Elementary and Secondary Education Act (ESEA).

Currently, your child is being taught by a teacher who holds a provisional permit and thus does not meet the federal certification requirement mandated by the ESEA and the Individuals with Disabilities Education Act (IDEA).

Please rest assured that the District is working closely with your child's teacher to ensure that he/she is on a pathway to enrolling in a credential program and meeting the Federal certification requirements.

Below is the teacher's name and the type of permit they currently hold:

[insert teacher name permit type sped area]

You may contact the District's Every Student Succeeds Act (ESSA) office at 213-241-5300 if you have additional questions.

Sincerely,

[Principal]