



**Sample ESSA Parent Notification Letter**

LOS ANGELES UNIFIED SCHOOL DISTRICT

School Address

Date -

Dear Parent or Guardian of Student Name  
Street Address  
City, State, Zip Code

Your child is attending a school that is expected to comply with the Every Student Succeeds Act (ESSA). Under this law, teachers of all academic subjects are required to hold an authorization in the content area of instruction.

These requirements have been established to ensure that students are taught by appropriately authorized teachers.

A teacher who does not currently hold the appropriate subject specific authorization(s) needed to meet California State Standards for ESSA has taught your child for four or more consecutive weeks. Though your child's teacher may be eligible to meet the requirements, s/he may not have yet provided the appropriate documentation. Your child's teacher is being provided guidance on how to become compliant. You may contact the school in order to request the qualifications of your child's teacher.

We are committed to ensuring that all students are taught by an appropriately authorized teacher.

Principal's Name, Site Principal  
School's Street Address  
City, State, Zip Code

Teacher:	Credential:	Period:	Course:
Teacher Smith	Preliminary Multiple Subjects Credential	3	200105: INTRO ART A