

**SAMPLE:**  
**4-Week Rule Letter**

Dear Parent or Guardian,

On December 10, 2015, President Obama signed the Every Student Succeeds Act (ESSA) into law. The law states that any school that receives funds for educationally disadvantaged students (Title I funds) must inform parents if their child is assigned a teacher for **four** or more consecutive weeks who is has not met applicable State certification or licensure requirements at the grade level and subject area in which they have been assigned to teach.

As of this writing, your child's teacher, \_\_\_\_\_, [insert credentials held, such as degree or license], but has yet to obtain [insert missing credential(s), such as endorsement]. *He/she* is, however, currently working to obtain [credential] and we have full confidence in *his/her* ability to teach effectively in this assignment.

If you have any questions regarding (*teacher's name*) qualifications, please feel free to contact (me/the district office).

For additional information about the requirements for teacher qualifications under the ESSA, please visit the Colorado Department of Education's website at:  
<http://www.cde.state.co.us/fedprograms/ti/index>.