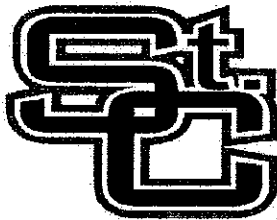


ST. CLAIRSVILLE-RICHLAND CITY SCHOOL DISTRICT

108 Woodrow Avenue, St. Clairsville, Ohio 43950 Phone: (740) 695-1624 Fax: (740) 695-1627

SUPERINTENDENT'S OFFICE

Walter Skaggs, Superintendent
Diane Thompson, Assistant Superintendent
Tammy Weisal, EMIS Coordinator
Jim Yates, Network Administrator
Sharon Harrison, Administrative Assistant



TREASURER'S OFFICE

Amy Porter, Treasurer/CFO
Betty Milhoan, Assistant to the Treasurer
Valerie Lachendro, Assistant to the Treasurer
Treasurer's Office Fax: 740-695-5805

Date: _____

Dear Parent or Guardian:

As part of the federal requirements of the *No Child Left Behind* (NCLB) Act, we are notifying you that your child has been assigned, or has been taught for four or more consecutive weeks, by a teacher/substitute who is not "Highly Qualified".

Even though all teachers and substitutes in our district's Title I funded schools have met the first two requirements (see 1 & 2) below, the NCLB Act has created a *Highly Qualified* teacher status with further requirements.

In order to be *Highly Qualified* in the state of Ohio, a teacher/substitute 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 Certificated
 - Have National Board Certification
 - Have completed 90 clock hours of professional development in appropriate content knowledge (a maximum of 45 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

_____ in the following class: _____

at _____ who is in the process of meeting the new requirements of

HQT. 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 _____ at _____.

Sincerely,

Handwritten signature of Walter E. Skaggs in black ink.

Walter E. Skaggs
Superintendent