



HANCOCK COUNTY SCHOOLS

P.O. Box 1300, New Cumberland, WV 26047 (phone) 304-564-3411 (fax) 304-564-3990 <http://boe.hancock.k12.wv.us>

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"...You can get there from here..."

October 26, 2023

Dear Parent/Guardian:

In accordance with the requirements of the federal legislation of the *Elementary and Secondary Education Act*, Section 1112 Parents Right to Know (e)(1), a school that receives Title I funding must provide timely notice to parents that their child has been assigned, or has been taught for four or more consecutive weeks by a teacher who does not meet applicable state certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

Therefore, we must inform you of the following: (check all that apply)

- Your child has been assigned to a qualified teacher who is currently completing additional requirements for certification. Therefore, he/she will be teaching under a permit issued by the West Virginia Department of Education until these requirements have been fulfilled.
- At this time, your child has been instructed for four consecutive weeks by a teacher who does not meet the applicable state certification or licensure requirements at the grade level and subject area in which the teacher has been assigned. Understand that the person is serving in the capacity of a substitute and the school administration is confident of the individual's ability to perform the assigned tasks.

Should you have questions regarding this notification, please contact me at (304) 564-3411, ext. 3327.

Sincerely,

A handwritten signature in cursive script that reads "Erica Sauer".

Erica Sauer
Special Programs Director