

EXAMPLE
FORM MUST BE ON SCHOOL LETTERHEAD AND SIGNED BY PRINCIPAL

COMPLIANCE LETTER: ESOL OUT-OF-FIELD PARENT NOTIFICATION

Student Name: _____ Student ID#: _____

Date of Entry into U.S. Schools (DEUSS): _____ Grade: _____ Date: _____

School: _____

Dear Parent(s):

ESOL - (insert date of out-of-field assignment in ESOL) As required by the Florida Department of Education, we are notifying you that your child's teacher (**insert teacher's name**) is currently teaching your child English, Language Arts, or Reading as a Second Language (ESOL) strategies outside of his/ her field of certification. I want to assure you that the teacher is fully certified by the State of Florida and is currently working to become certified in this out-of-field assignment area.

OUT OF FIELD SUBJECT AREA – Please, be advised that (**insert teacher's name**) is teaching out of field in the certification area (**insert subject area**) for the school year _____ (**insert date**).

(Insert teacher's name) meets all the State requirements to teach in the public schools and is currently working toward certification in (**insert subject area**) that is necessary. This notification is a Department of Education requirement for the State of Florida.

Be assured that the Brevard County Public School District is dedicated to serving every student with excellence as the standard.

Please, contact me if you have questions regarding (**insert teacher's name**) qualifications.

Sincerely,

Principal