

**Procedures for assuring compliance with the requirement to inform parents when their child has been taught core content for four or more consecutive weeks by one or more long-term substitute teachers who is not “highly qualified.”**

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1. Notify Tammy Murphy, HR Specialist, and Meggan McNally, Title II-A Coordinator, prior to hiring a long-term sub who is not HiQ.
2. Using the attached instructions, determine whether the parents of any students in the teacher’s class require that written communication be sent home in any language other than English.
3. If it is determined that letters need to be sent home in Spanish, Meggan McNally will provide a generic letter template in English and Spanish for you to use. Please send the letter home double-sided (English on one side, Spanish on the other) for those students.
4. If it is determined that letters need to be sent home in a language other than English or Spanish, you will send those letters in English and follow-up with a phone call using Language Line or an interpreter to ensure that those parents receive the notification in a language they can understand.
5. Once the letters are prepared, approved by Meggan McNally, dated, and signed, they must be mailed 1<sup>st</sup> class mail.
6. Each of the following must be provided to Meggan McNally:
  - a. a copy of signed, dated letter(s)
  - b. a mailing list of students
  - c. evidence of mailing (P.O. receipt, etc.)