

November 24, 2008

TO THE ADMINISTRATOR ADDRESSED:

SUBJECT: Highly Qualified Teacher Parent Notification Validation

As described in the September 24, 2008, letter updating local education agencies (LEAs) on the status of highly qualified requirements and state plan under the No Child Left Behind (NCLB) Act, the Division of NCLB Program Coordination has begun the 2008-2009 random validation process to confirm that, in 2007-2008, LEAs followed required parental notification requirements when a child was taught for four or more consecutive weeks by a teacher that was not highly qualified.

LEAs participating in this validation were selected in a computer-generated random selection process that was stratified by Education Service Center (ESC) region from campuses that reported on their final 2007-2008 PR1100-Highly Qualified Compliance Report that required notification letters were sent to parents. Fifty LEAs were selected for this validation process.

<<LEA Name>> has been selected to participate in this validation for the <<Campus Name>>. <<LEA Name>> is required to submit a copy of all notifications sent to parents during 2007-2008. The number of notifications submitted should match the number entered in the PR1100-Highly Qualified Compliance Report for <<Campus Name>>-<campus number>> on item 4b of Part 8.

Submissions are due to the Texas Education Agency (TEA) by **December 15, 2008**. Detailed instructions for your submission are attached. Failure to comply with this validation may cause the LEA's 2009 Initial Compliance Review (ICR) score in the 2009 NCLB desk audit process and subsequent compliance interventions to be elevated.

LEAs found by the Agency to be out of compliance with this requirement will be subsequently notified and required to submit a corrective action plan to ensure that the parent notification requirement is implemented correctly in the 2008-2009 school year.

For more information on the requirements for parent notification or for questions concerning this validation process, contact Scott Lewis in the Division of NCLB Program Coordination via electronic mail at [scott.lewis@tea.state.tx.us](mailto:scott.lewis@tea.state.tx.us) or at (512) 463-9374.

Sincerely,

Gene Lenz  
Deputy Associate Commissioner  
for Special Programs

## 2007-2008 Highly Qualified Teacher Parent Notification Validation Instructions

Review Part 8, item 4b of the PR1100-Highly Qualified Compliance Report for the designated campus to determine the number of notifications to be submitted for the validation.

Photocopy all highly qualified teacher parent notifications, i.e., letters or other method of notification, for the designated campus.

Please submit a coversheet attached to copies of the parent notifications that include the following information:

- 1) LEA Name and County District Number
- 2) Name of Selected Campus
- 3) Contact Name for questions regarding the Validation Submission
- 4) Contact Phone Number
- 5) Contact Email Address
- 6) Any Comments or Explanations (optional)
- 7) Authorized Official Name and Signature
- 8) Submission Date

Submissions may be scanned and submitted by electronic mail, faxed, or submitted by postal mail. The deadline for submission is **December 15, 2008**. Failure to comply with this submission deadline may cause the LEA's 2009 Initial Compliance Review (ICR) score in the 2009 NCLB desk audit process and subsequent compliance interventions to be elevated.

Email: [nclbissues@tea.state.tx.us](mailto:nclbissues@tea.state.tx.us)

Fax: (512) 305-9447

Address: Texas Education Agency  
Division of NCLB Program Coordination  
Attn: Scott Lewis  
1701 North Congress Ave.  
Austin, TX 78701