



**Maine School Administrative District #12**  
***Forest Hills Consolidated School***  
*Jackman & Moose River*

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October, 2009

Dear Parent/Guardian:

As you may already know, the No Child Left Behind Act (NCLB) requires that all teachers must meet a specific, federal definition of “Highly Qualified” in order to teach in schools that receive federal funding. As you know, our school receives federal funds to support the programs we offer to your child.

We believe that all of the teachers working in our school are qualified for their teaching assignments. However, some teachers have not yet met all of the requirements for the federal designation of “Highly Qualified”.

The law also requires us to notify parents if their child is being taught for four or more weeks by a teacher in a Title I school or program who does not yet meet the definition of “Highly Qualified”.

This letter is to inform you that the following teachers within Forest Hills Schools currently do not meet the Highly Qualified designation, but are working feverishly to do so:

- Kim Levesque – Grade 6 Teacher
- Marisa Ackey – Grade 2 Teacher
- Michelle Cuddy – Special Education

Teachers within the Forest Hills School who have been hired without the “HQ” designation have three years to complete the required coursework and/or pass the required assessments to become designated as Highly Qualified. To ensure that every child in every classroom has a Highly Qualified Teacher, our school district and the Maine Department of Education are helping teachers meet the requirements of the federal law by providing several options. Teachers will be able to take a test, or they can demonstrate their expertise through a combination of college coursework, professional development activities and experience.

Your child’s teacher is dedicated to the success of every child in the class. I thank you for your continued support of your child’s education and encourage you to communicate with his or her teacher on a regular basis so that together we can provide your child with the best education possible.

Sincerely,

Heather J. Perry,  
Superintendent of Schools/NCLB Coordinator

