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**September 11, 2018**

Dear Parent:

The federal Every Student Succeeds Act (ESSA) requires that Title I schools inform parents if their child has been assigned, or has been taught for four or more consecutive weeks by, a substitute who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the substitute has been assigned (section 1112(e)(1)(B)(ii)).

Polk County Public Schools are committed to providing quality instruction for all students and does so by employing the most qualified individuals to teach and support each student in the classroom.

During Mr. Fontana's absence, your child's teacher has been Erica Walker, who is qualified to be a long-term substitute for our school. Our school staff will continue to provide ongoing support to him/her to ensure that your child is receiving quality instruction appropriate to that grade level.

If you have any questions regarding this matter, please feel free to contact the school.

Sincerely,

Dawn Clark  
Dixieland Elementary Principal

STUDENTS FIRST

