



**Date:** August 22, 2016

**Teacher Name:** Kathleen Kales

**Course/Subject:** ESOL – English Speakers of Other Languages

**RE:** Out-of-Field Notification to Parents/Guardians

Dear Parent/Guardian:

Florida Cyber Charter Academy is fortunate to employ numerous teachers who are certified in multiple subject areas. Additionally, our teachers are continuously upgrading their teaching skills and developing increased levels of content expertise. However, it is sometimes necessary to assign teaching duties in a class dealing with subject matter outside the field in which the teacher is certified.

Please be advised that for four or more consecutive weeks, your child has been assigned to the above named teacher who is certified to teach in Florida but is not considered to be “highly-qualified” as required by the *No Child Left Behind (NCLB) Act of 2001*. Your child’s teacher has been granted approval to provide instruction in this subject area for one school year by the governing boards of Florida Cyber Charter Academy. The teacher has been made aware of their out-of-field teaching status and the necessary requirements in order to obtain certification in this subject area and “highly-qualified” status in accordance with the *No Child Left Behind Act of 2001*.

Florida Cyber Charter Academy employs certified, highly-qualified personnel in accordance with Florida Department of Education requirements and actively supports our out-of-field teachers in their quest to become highly-qualified. The governing boards of Florida Cyber Charter Academy are dedicated to providing an education that encourages life-long learning and stimulates, encourages, and prepares students for the future. Please contact our office at (904) 247-3268 if you have any questions or need additional information regarding your child’s teacher and their out-of-field status.

Sincerely,

Bridget White  
Elementary Principal  
Florida Cyber Charter Academy