

Norfolk Public Schools

Long-Term Substitute Letter to Parents

Below is a framework for a letter to parents to be sent as soon as you know a substitute will be working at least four weeks in a classroom.

Date

Dear Parents,

This letter is to inform you that *(teacher's name)* is taking maternity leave for eight weeks. *(Substitute's name)* is and will be teaching her classes during this absence.

(Substitute's name) is a highly qualified teacher who has been guest teaching in our school. She has a degree in elementary education from the University of Nebraska – Lincoln. She has nine years of teaching experience in elementary and middle school education.

(Substitute's name) has reviewed your child's IEP goals and the classroom procedures and routines. This will provide a smooth transition for continuity of instruction and your child's Special Education program. She will be working in the Special Education classroom with _____ our other Special Education teacher.

As I am sure you are aware, a child's success in school is directly related to the quality of program he/she receives in school, and the parent support that program receives in the child's home environment. We find from past experiences that children adjust quickly to a new teacher and that parents play an important role in this transition by their support, understanding, and cooperation. Thank you for your support during this transition.

We look forward to a rewarding and successful school year. Please call me if you have any questions at _____.

Sincerely,

Building Administrator

FYI – To get a long-term substitute teacher set up on Infinite Campus and e-mail, please contact the Human Resources assistant with the name, approximate dates of service, etc.