Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_ \_\_\_\_\_\_\_\_\_

Office of Human Resources

Newark Public Schools

2 Cedar Street

Room 813

Newark, NJ 07102

To Whom It May Concern:

I, the undersigned, am a teacher certified in the areas of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The district has assigned me to teach in area(s) where I do not have the proper certification, qualification, or expertise. Because of this mismatched assignment, it would be unreasonable and inappropriate for me to be observed and/or evaluated. In addition, the district should provide me with model lesson plans in these areas until I am restored to an appropriate assignment.

I also understand that under No Child Left Behind, letters must be sent to the parents informing them that the NPS has placed their child in a class taught by a teacher who is not highly qualified in the areas I've been assigned to teach.

Sincerely Yours,

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CC: Mike Maillaro, Newark Teachers Union, Director of Research and Communication