



Eastern Local Schools

Home of the Warriors

September 15, 2018

Dear Parents,

I am writing in regard to the upcoming absence of your child's teacher, *Mrs. Jane Doe*. *Mrs. Doe* will be unable to perform her teaching duties for approximately six weeks due to medical reasons. The district made every feasible attempt to obtain a substitute teacher who meets the Highly Qualified Teacher Status for the particular grade level and subject taught, but was unable to do so. *Mr. John Doe* will be the long term substitute and holds an Ohio Department of Education issued substitute license, for such an assignment. *Mr. Doe* has done an excellent job filling various substitute positions throughout our district, and we are confident he will do a commendable job serving as *Mrs. Doe's* temporary replacement.

If you have any questions please do not hesitate to contact your child's building Principal.

Sincerely,

John Hancock
Principal ABC School

****Sample letter for parents if our buildings have this situation arise.*