

NOTIFICATION OF STUDENT BEING TAUGHT BY A TEACHER WHO POSSESSES A  
LICENSE WITH STIPULATIONS

Dear Parent or Guardian:

In Wisconsin, a teacher of an academic subject is considered licensed if the teacher completed an approved educator preparation program resulting in a regular license to teach that subject. When a teacher does not have a regular license to teach a particular subject, the teacher may instead possess a License with Stipulations, which was formerly known as an Emergency License.

With this in mind, we are notifying you that your student is currently being taught (insert applicable subject area and/or grade level) by (list teacher's name). This teacher currently possesses a License with Stipulations to teach students (subject area and/or grade level.)

(Add positive or mitigating information, as applicable, to help demonstrate the teacher's effectiveness, e.g. teacher is pursuing required credential, and to clarify the reason the district is using a teacher who does not meet state certification or licensure requirements to teach their child-e.g., a licensed teacher was not available to hire at this time.)

If you have any questions about the qualifications of (list teacher's name) or would like additional information, please contact me.

Sincerely,

(Insert Principal's Name)

(Insert School Name)

The above letter will be mailed to parents of students who are being taught by teachers who possess a License with Stipulations.

Please see <https://dpi.wi.gov/sites/default/files/imce/tepd/pdf/DPI-Licensing-Tiers.pdf>

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