



200 Elizabeth Street, Charleston, West Virginia 25311-2119·(304) 348-7732·Fax: (304) 348-7735
Thomas E. Williams, Jr., Ed.D., Superintendent

**Notice to Parents of Instruction Provided by a West Virginia Department of Education
Licensed Substitute Employed to Fill a Vacant Position**

Date: AUGUST 26, 2020

The federal *Every Student Succeeds Act* affecting Title I schools requires school districts to notify parents whose children have received instruction for four or more consecutive weeks by a licensed substitute teacher employed to fill a vacant position. At this time, your child is receiving instruction from a West Virginia Department of Education licensed substitute. This position is in the process of being advertised in anticipation of the employment of a full-time, fully certified teacher.

JILL WOODRUM is providing instruction as:

_____ (Name of Licensed Substitute)

 Classroom teacher (NOTE: Mark "NA" if this does not apply to your school.)

Special Education teacher

 Special Subject teacher _____ (Subject)

Ashley James (Principal Signature)

PIEDMONT ELEMENTARY (School)

*Principal must copy and file this document for audit and return copies to
Barbara Lewis, Director Federal Programs, Title I Office, Kanawha County Schools.*