



**COMMONWEALTH of VIRGINIA**  
**Department of Education**

September 9, 2016

TO: Division Superintendents

FROM: Steven R. Staples, Superintendent of Public Instruction

**SUBJECT: Parental Notification when Maximum Class Sizes are Exceeded**

The 2016 General Assembly approved [House Bill 1377](#), which requires the local school division to provide notification to parents of each student in each class where certain maximum class sizes are exceeded.

Specifically, this notification requirement applies to any instance after September 30 of any school year anytime maximum class size limits are exceeded as established in paragraph C of Standard Two of the *Standards of Quality (Code of Virginia § 22.1-253.13:2 (C))*. This notification shall be provided to the parent no later than 10 days after the date on which the class size limit was exceeded. The notification shall include the reason why the class size exceeds the maximum limit, and a description of the measures that the school division will take to reduce the class size to comply with the maximum class size limit.

For reference, the applicable maximum class sizes are:

- Kindergarten: 24 students, or 29 students if a full-time teacher's aide is provided.
- Grades 1-3: 30 students
- Grades 4-6: 35 students
- No corresponding class size maximum exists for grades 7-12.

Please contact the Office of Policy at (804) 225-2092 or by email at [policy@doe.virginia.gov](mailto:policy@doe.virginia.gov) if you have any questions or require additional information.

SRS/ZLR/bj