

SCHOOL CLOSURE LETTER

Dear parents and guardians,

Although **(INSERT SCHOOL DISTRICT)** might be one of the first school districts in the state of Arizona to close due to this virus, other states across the nation have opted to temporarily close their schools. It is not a matter of if this virus will spread, it's a matter of when, and we wanted to take proactive measure to ensure our families remain healthy.

Up to this point, we have followed the guidance of our medical experts at our local and state health departments in our approach to responding to the community health crisis. **Beginning (INSERT DATE), all schools in (INSERT SCHOOL DISTRICT) will be closed through at least (INSERT DATE).** This includes the cancellation of all out-of-district transportation and athletic practices and competitions. All school offices will be open tomorrow **(INSERT IF APPLICABLE)**, to allow for parents, students and staff to be able to retrieve medication and other essential personal items that they need to have with them while schools are closed. Beginning **(INSERT DATE)**, all staff access to the schools will be limited to administrators and maintenance/operations staff.

We want to assure you that this is not a decision we have made lightly or without considerable thought and consideration. We recognize and understand the impact this will have on our families, particularly those who are most vulnerable. We will be offering **(FOOD SERVICE, CHILDCARE OR OTHER TYPES OF SERVICES IF APPLICABLE)** to students at the following locations during the following times of day **(INSERT DAYS AND TIMES IF APPLICABLE).**

Additional information will be coming to staff and families in the coming days and we appreciate your attention to our communications. We will share this information through our telephone notification system, email, as well as posting on our website and social media channels.

Sincerely,
(INSERT NAME)