**Template Letter: Site-Based Closure Necessary  
  
Purpose:** The following letter can be used if you must close a school site due to positive COVID-19 numbers or a lack of staff to serve students.

Dear [School] school family:

As you know, [School Site] has experienced numerous positive COVID-19 cases since school began earlier this month. As a precaution, students and staff members in [number] classrooms have been asked to quarantine, which represents approximately [percentage] of the school’s population. After discussing the situation with local health officials, we have made the difficult decision to transition [School] students to distance learning for two weeks in an effort to reduce the spread of the virus. This move will be effective [date], and school is expected to resume on campus [date].

**\*\*All other schools will continue to attend class on campus at this time.\*\***

**About Distance Learning**Our team worked very hard this summer to prepare for this school year, including the possibility that distance learning would be temporarily necessary. [Insert sentence about how students will get assignments or what their first step will be.] If you do not have access to technology or the internet, [insert information about how to access a device and/or hot spot or how to receive alternative assignments]. Finally, we know some students may have textbooks or personal belongings at school they need over the next two weeks. To retrieve these items, please [insert directions]. If you have any questions, please call [Name] at [phone number].

**About COVID-19**  
As more COVID-19 cases are being confirmed across the state, including in our community, please remain vigilant. Monitor yourself and your family for symptoms, which include fever, cough and shortness of breath. If you or any member of your family exhibit these symptoms, please contact your medical provider for advice immediately. Symptoms usually appear 2-14 days after exposure.

There is nothing more important to our district than the safety and health of our students, our staff and their families. We understand this sudden transition will be inconvenient and your child will miss being in school; however, we greatly appreciate your families’ flexibility, patience and support. We are optimistic that following mitigation protocols recommended by health officials will help increase the probability that students can have a safe and productive school year.

It is an honor and a privilege to serve the students of [District] Public Schools, including our [School Site] [Mascots]. Principal [Principal Name] and their teachers can’t wait to see them on campus again on [date.]

Sincerely,  
[Name]  
Superintendent