**Template Letter: District Closure Necessary  
  
Purpose:** The following letter can be used if you must transition the entire district to distance learning as a result of positive COVID-19 numbers or a lack of staff to serve students.

Dear [District] school family:

As you likely know, our community is experiencing an increased number of COVID-19 cases. Student and staff absences for our district continue to increase as well. Unfortunately, we temporarily do not have the number of staff members necessary to provide students with a safe and productive learning environment.

As a result, we have made the difficult decision to transition all district students to distance learning through [date]. We hope this adjustment will allow time for impacted students and staff to safely recover and complete their isolation periods, while also helping to curb the spread of COVID-19 in our community.

Our team has worked hard to prepare for this situation. [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. This paragraph might also include a recommendation to take devices home.] Meals will continued to be served to students [insert details of child nutrition services.]

There is nothing more important to our district than the safety and health of our students, our staff and their families. We understand this transition will be inconvenient; however, we greatly appreciate your families’ flexibility, patience and support. We are optimistic this step will help us avoid additional interruptions through the remainder of the school year.

If you have any questions about this transition, please contact your child’s school principal.

It is an honor and a privilege to serve the students of [District] Public Schools. We look forward to seeing them on campus again on [date to return].

Sincerely,  
[Name]  
Superintendent