**Template Email about Vaccination Interest**   
  
**Purpose:** The following email can be customized to help assess staff interest in COVID-19 vaccinations. OSSBA has also provided a sample survey, which should be duplicated and linked directly to this email.  
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Dear school family:

Last month, Gov. Kevin Stitt announced school employees will have the opportunity to receive the COVID-19 vaccine sooner than originally planned – having been moved from Phase 3 to Phase 2 priority. While we do not have an exact timeline, we want to provide state health and education officials with as much information as possible to assist with their planning efforts.

**Please take time to complete this brief SURVEY (insert link to district-level survey) no later than 3 p.m. on Thursday, January 7.** The form will ask if you would like to take the COVID-19 vaccine when it is available, along with other questions relevant to the vaccination roll-out. You can learn more about the vaccine and Oklahoma’s plan for distribution [HERE](https://oklahoma.gov/covid19/vaccine-information.html). It is our understanding the expedited, Phase 2 vaccines will be available to pre-kindergarten to 12th-grade school employees who provide direct services to students.

**Please Note:** This survey is a partnership between the Oklahoma State School Boards Association and the Oklahoma Department of Health. OSDH will use the information to prepare for the vaccine implementation phase for educators. It will likely still be necessary for you to sign up online for your vaccination once shots are made available to Oklahoma’s teachers and support professionals.

The choice to vaccinate is voluntary, of course, but I hope you will consider participating to better protect yourself and others from the virus. Even if you do not wish to be vaccinated, please take time to complete the survey. Your timely feedback is important.

As always, thank you for being part of the [District] team. Your dedication to our students and this community is greatly appreciated.

Sincerely,

[Name]  
[Title]