**Return to Learn Sample Letter**  
  
**Purpose:** Customize this back-to-school letter to share components of the district’s Return to Learn plan.  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Parents:

I am thrilled to welcome your child back for the new school year. Even after [number] of years in education, nothing matches the excitement of the back-to-school season. It is my favorite time of the year.

With August approaching, there are a few important dates I want to share with you and your family:

* Enrollment Pick-Up – [Date, Time & Location]
* Open House – [Date, Time & Location]
* [Additional Event] – [Date, Time & Location]
* First Day of School – [Date, Time & Location]

As we look to next school year, we are reminded that the last 18 months have been challenging for everyone, including our students and staff. While we will continue many precautions to the protect their safety, we are working to “return to normal” with as few interruptions to learning and activities as possible.

On our website, you can review our Return to Learn plan, which outlines COVID-19 related protocols for the coming year. The plan can be accessed at [web URL]. Here are some highlights:

* In accordance with Oklahoma state law, face coverings will not be required for students or staff; however, those who are not vaccinated are encouraged to wear one to protect themselves and others.
* [Insert masking requirements for bus riders, if different than the classroom.]
* The state Health Department has informed the public they will not recommend quarantines for vaccinated, symptom-free people (including students and staff), even if they are exposed to someone who has tested positive.
* Our dedicated maintenance team will continue to deep clean and sanitize our school facilities, and all staff members will continue to encourage thorough handwashing. Hand sanitizer will also be readily available for students.
* Where possible, we will continue to observe social distancing of three feet, as recommended by the CDC.
* [Insert and delete highlights as needed to align with the district’s plan.]

Eligible staff members and students (with parental consent) are encouraged – but not required – to receive the COVID-19 vaccine. Health officials agree this is the best way to slow the spread of the virus and avoid disruption to the school year. If you are interested in receiving a vaccine for you or another member of your family, please contact the [County] Health Department at [phone number] for more information.

As always, we here to help your family with any concerns or questions you have. The success of our students – including your child – is our focus and mission. We appreciate your support and involvement.

Here’s to a happy and healthy 2021-22 school year!

Sincerely,  
[Name]  
Superintendent