(School Letterhead)

(Date)

Dear Parent/Guardian,

The safety of our students, employees, and school community is our top priority.

We were recently informed that one of our students in [identify grade, other descriptor, or name with parents’ written consent] is at home receiving care after testing positive for COVID-19.  Due to medical privacy laws, we cannot identify the student’s name, except for the purposes of contact tracing.

We have already notified the parents of students who we believe had contact with the infected student, based on information gathered on our Contact Tracing Form. However, we ask that all school parents continue to monitor their children for symptoms, follow the [CDC’s personal prevention strategies](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html) and follow the COVID-19 Student Decision Tree. If you or your child develop COVID-19 symptoms, you should contact your physician.

For your safety, we are deep cleaning areas possibly exposed to COVID-19, along with our daily regimen of comprehensive cleaning and sanitizing.

We hope these protocols, along with our open and transparent communication, will demonstrate our commitment to your health and safety. We pray for healing for all affected by COVID-19 and their families. We thank you for your understanding during this challenging time.

Sincerely,

(Name)

Principal