Insert your school logo

*This letter is designed for principals to send to families and students. Ideally, district administrators can add links to district-wide guidance and resources before sharing it with building administrators. It can then be personalized for a specific school.*

Dear Parents and Students,

The staff at \_\_\_\_\_\_\_\_school are excited to welcome you to a new school year filled with opportunities to learn and engage! We are looking forward to seeing many of you in person.

Given the ongoing pandemic, we want to assure you that we are taking every step possible to make our school environment a place where everyone can be safe, healthy and learning. Please take a moment to read about what we have planned. Know that while we cannot anticipate every situation that may arise this school year, we will do our best to listen and partner with you so that our children have a successful year. So let’s work together to:

**Keep Safe** – Our school staff is working hard to create a positive school climate and maintain a clean environment throughout the school building. Key steps include:

[*District leaders, add bullet points here for district-wide policies and practices. School leaders can add specific points that only pertain to their buildings.*]

**Keep Healthy** - Please help us keep students healthy. Make sure they get sleep, eat well and exercise. If you are not certain whether to send your child to school due to illness including Covid-19, call [*District / school leader----fill in contact and number of advice nurse or health worker*] to discuss the situation.

**Keep Connected** - We all learned the critical importance of being part of a school community during the past year. Families, join us at one of our gatherings this fall [*add link to school event calendar*]. Students, there are many ways to make friends and connect with your peers. Consider joining a study group, club or afterschool activity. You can find a list here [*add link to list of clubs and afterschool programs*]

**Keep Learning** – Regardless of whether your child attends in person or online, we are committed to learning. If your child has to quarantine, (teacher or designated staff person) will be in contact with a plan for learning at home.

Do not hesitate to reach out to me with questions or concerns. Also, please make sure we have the most recent email and phone number so we can reach you easily.

Sincerely,

Principal [add your name here]

Visit [www.attendanceworks.org](http://www.attendanceworks.org) to find strategies and resources to address chronic absence.