

**Sample Letter – Acknowledgement of Incident – Interruption of School Day;
Students Moved to Alternative Location, but will Return to School the Next Day:**

Dear Parents:

I want to share with you information about an event that has affected our school. I am sending you this letter to give you the facts and to assure you that we are (addressing/have addressed) this incident.

(Provide details as appropriate.)

In order to assure their safety, our students and staff members were immediately and safely moved to *(name alternate location)* while *(describe action taken)*.

We have been assured that the school building is safe for our return; therefore, classes resume as usual at *(school name)* tomorrow.

If you have any further questions, please call the school at *(telephone number)*. We will make every effort to answer your questions as quickly and accurately as possible.

Sincerely,

(Principal's name)