

**Sample Letter – Acknowledgement of Incident – Interruption of School Day;
Students Moved to Alternative Location; School Building Closed:**

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 of alternate location)* while *(describe action taken)*.

The school building will remain closed until *(describe plans for reopening)*. Plans have been made for the students to attend *(name of alternate location)* starting tomorrow. The enclosed materials give you information on your child's temporary reassignment, directions, bus routes and times, as well as a list of other children who will be reassigned to that facility.

If your children are upset by the *(name incident)*, listen to their feelings. Encourage them to express themselves in other ways by writing or drawing about their response to the event. Students who need additional support can talk with their school counselor.

If you have any 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)