

COMMUNICATION TEMPLATES | CORONAVIRUS (COVID-19)

*These templates were last updated March 30, 2020.*

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# BEFORE SCHOOLS ARE CLOSED

*The following templates can help school and district leaders communicate with parents, staff and community members based on what we know as of today. As more information about the Coronavirus Disease (COVID-19) in the United States becomes known, and as resources and other information is made available, these templates will be updated.*

## Update Message to Families

*This template may be revised and distributed to parents and guardians to share information on what the district currently knows and how it is preparing for a potential confirmed case of coronavirus.*

Dear Parents and Guardians,

In <NAME\_OF\_DISTRICT> the health, safety, and well-being of our students and staff are our top priorities. With the recently elevated discussion regarding the coronavirus disease (COVID-19) in the news, we want to take a moment to reinforce preventive safety measures and reference our process and communications.

As a school district, we are closely monitoring the situation and taking guidance from the <NAME\_OF\_STATE> Department of Health and the U.S. Centers for Disease Control and Prevention (CDC). There is currently no recommendation to close schools in the United States.

We encourage our students, staff and families to be mindful of key preventive measures. The CDC offers some [tips on its website](https://www.cdc.gov/coronavirus/2019-ncov/about/prevention.html) that can be useful in avoiding the spread of this and other illnesses.

In addition, please remember that if children are sick, they should not be at school. Students need to be fever free for 24 hours before returning to class after any illness. Please refer to the health guidelines outlined on our district website. Keeping children home when they are sick is critical to prevention.

If you have any questions, please do not hesitate to contact <NAME> at <TELEPHONE> or <EMAIL>.

Sincerely,

<NAME\_OF\_SUPERINTENDENT>, Superintendent

## 

## Website Content

*The following content may be revised and posted to the school or district’s website to share information on what the district currently knows and how it is preparing for a potential confirmed case of coronavirus.*

**Updated <DATE>**

In <NAME\_OF\_DISTRICT> the health, safety, and well-being of our students and staff are our top priorities. With the recently elevated discussion regarding the coronavirus disease (COVID-19) in the news, we want to take a moment to reinforce preventive safety measures and reference our process and communications.

As a school district, we are closely monitoring the situation and taking guidance from the <NAME\_OF\_STATE> Department of Health and the U.S. Centers for Disease Control and Prevention (CDC). There is currently no recommendation to close schools in the United States.

We all play a role in reducing the likelihood of a coronavirus outbreak in our school district community. We encourage everyone to practice good habits, including:

* Wash your hands regularly, especially after using the restroom and before preparing or consuming food. Using soap and hot water, wash for about 20 seconds. Be sure to also wash your fingertips.
* Avoid coughing or sneezing into your hands or in the air. Always try to cough or sneeze into a tissue, and then throw the tissue away. If you don’t have a tissue, cough/sneeze into your arm.
* As much as you can, avoid touching your eyes, mouth, and nose.
* If children are feeling sick, please keep them home from school. Allow them some time to feel better so that they do not risk infecting others.

If you have any questions, please contact <NAME> at <TELEPHONE> or <EMAIL>.

Additional resources:

* *<ADD LINK FROM STATE’S DEPARTMENT OF EDUCATION>*
* U.S. Centers for Disease Control and Prevention Coronavirus Disease (COVID-19) Information <<https://www.cdc.gov/coronavirus/2019-ncov/cases-in-us.html>*>*

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# SCHOOL CLOSURE — PRECAUTIONARY

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*The following templates may be used in the event that you need to close school for an extended period of time.*

## Message to Families: School Closing

Dear Parents and Community Members:

As a school district, we have been closely monitoring the news and best practices regarding the spread of the coronavirus disease (COVID-19). After taking guidance from the <NAME\_OF\_COUNTY> Department of Health, we have decided to close the <NAME\_OF\_DISTRICT> for the next <##> weeks. This closure will take effect immediately.

The closure affects all school programming, including before- and after-school activities, all athletic and extracurricular practices and competitions, and all weekend events.

District teachers and staff have been preparing e-learning plans for our students. Your teachers will be providing more information soon. If you have any questions, please contact your child’s building principal.

The coronavirus is thought to be spread via person-to-person contact through contaminated air droplets from coughing and sneezing by an infected person. As with controlling the spread of other viruses, we urge you to speak to your child about the following prevention measures:

* Wash your hands regularly, especially after using the restroom and before preparing or consuming food. Using soap and hot water, wash for about 20 seconds. Be sure to also wash your fingertips.
* Avoid coughing or sneezing into your hands or in the air. Always try to cough or sneeze into a tissue, then throw the tissue away. If you don’t have a tissue, cough/sneeze into your arm.
* As much as you can, avoid touching your eyes, mouth and nose.

The symptoms of coronavirus are similar to the regular seasonal influenza and include fever, lethargy, lack of appetite, and coughing. Some people with coronavirus have reported additional symptoms, such as a runny nose, sore throat, nausea, vomiting, and diarrhea. In some situations, the virus can develop into pneumonia.

Individuals who need medical care should call their medical provider to report their illness prior to seeking care at a clinic, physician’s office, or hospital.

Parents of students exhibiting flu-like symptoms or staff exhibiting flu-like symptoms are asked to contact the <NAME\_OF\_COUNTY> County Health Department at <TELEPHONE\_NUMBER>.

If you have questions, please do not hesitate to contact <NAME> at <TELEPHONE\_NUMBER>.

Sincerely,

<NAME\_OF\_SUPERINTENDENT>, Superintendent

## Website Content: School Closure

**Alert: <DATE>**

As a school district, we have been closely monitoring the news and best practices regarding the spread of the coronavirus disease (COVID-19). After taking guidance from the <NAME\_OF\_COUNTY> Department of Health, we have decided to close the <NAME\_OF\_DISTRICT> for the next <##> weeks. This closure will take effect immediately.

The closure affects all school programming, including before- and after-school activities, all athletic and extracurricular practices and competitions, and all weekend events.

District teachers and staff have been preparing e-learning plans for our students. Your teachers will be providing more information soon. If you have any questions, please contact your child’s building principal.

The coronavirus is thought to be spread via person-to-person contact through contaminated air droplets from coughing and sneezing by an infected person. As with controlling the spread of other viruses, we urge you to speak to your child about the following prevention measures:

* Wash your hands regularly, especially after using the restroom and before preparing or consuming food. Using soap and hot water, wash for about 20 seconds. Be sure to also wash your fingertips.
* Avoid coughing or sneezing into your hands or in the air. Always try to cough or sneeze into a tissue, and then throw the tissue away. If you don’t have a tissue, cough/sneeze into your arm.
* As much as you can, avoid touching your eyes, mouth and nose.

The symptoms of coronavirus are similar to the regular seasonal influenza and include fever, lethargy, lack of appetite, and coughing. Some people with coronavirus have reported additional symptoms, such as a runny nose, sore throat, nausea, vomiting, and diarrhea. In some situations, the virus can develop into pneumonia. It is believed the seasonal influenza vaccine does not provide protection against coronavirus.

Individuals who need medical care should call their medical provider to report their illness prior to seeking care at a clinic, physician’s office, or hospital. Parents of students exhibiting flu-like symptoms or staff exhibiting flu-like symptoms are asked to contact the <NAME\_OF\_COUNTY> County Health Department at <TELEPHONE\_NUMBER>.

If you have questions, please do not hesitate to contact <NAME> at <TELEPHONE\_NUMBER>.

## 

## News Release: School Closure

**Please direct inquiries to**:   
<NAME\_OF\_MEDIA\_CONTACT>, <TITLE>

<TELEPHONE\_NUMBER>

<EMAIL\_ADDRESS>

FOR IMMEDIATE RELEASE: **<DATE>**

**<NAME\_OF\_DISTRICT> CLOSES AS PRECAUTIONARY MEASURE AGAINST TRANSMISSION OF CORONAVIRUS**

***Closures affect all programming at the school until further notice***

<CITY>, <STATE> — After taking guidance from the <NAME\_OF\_COUNTY> Department of Health, the <NAME\_OF\_DISTRICT> has decided to close all schools for the for the next <##> weeks. This closure will take effect immediately and include all school programming, including before- and after-school activities, all athletic and extracurricular practices and competitions, and all weekend events.

District teachers and staff have been preparing e-learning plans for students. Teachers will be providing more information soon. Parents and guardians are asked to direct any questions to their child’s building principal.

The coronavirus is thought to be spread via person-to-person contact through contaminated air droplets from coughing and sneezing by an infected person. As with controlling the spread of other viruses, we urge you to speak to your child about the following prevention measures:

* Wash your hands regularly, especially after using the restroom and before preparing or consuming food. Using soap and hot water, wash for about 20 seconds.
* Avoid coughing or sneezing into your hands or in the air. Always try to cough or sneeze into a tissue, and then throw the tissue away. If you don’t have a tissue, cough/sneeze into your arm.
* As much as you can, avoid touching your eyes, mouth and nose.

The symptoms of coronavirus are similar to the regular seasonal influenza and include fever, lethargy, lack of appetite, and coughing. Some people with coronavirus have reported additional symptoms, such as a runny nose, sore throat, nausea, vomiting, and diarrhea. In some situations, the virus can develop into pneumonia.

Individuals who need medical care should call their medical provider to report their illness prior to seeking care at a clinic, physician’s office, or hospital. Parents of students exhibiting flu-like symptoms or staff exhibiting flu-like symptoms are asked to contact the <NAME\_OF\_COUNTY> County Health Department at <TELEPHONE\_NUMBER>.

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## Signage: School Closure

*The following language can be modified, printed and posted on exterior school doors in the event of a school closure due to coronavirus:*

**NOTICE: SCHOOL CLOSED**

Starting <DATE>, all <NAME\_OF\_DISTRICT> schools will be closed to students. The closures affect all programming, including before- and after-school activities, all extracurricular and athletic practices and competitions, and weekend events.

By closing schools to prevent the potential spread of COVID-19, we help lessen the burden on hospitals, which will need to focus their energy on people who are ill.

We are not aware of anyone in <NAME\_OF\_DISTRICT> who has been infected or exposed to the coronavirus. This is a purely precautionary measure to help safeguard our community.

For more information or updates, please consult the school district’s website at <DISTRICT\_WEBSITE> or contact <NAME> at <TELEPHONE\_NUMBER>.

<NAME\_OF\_SUPERINTENDENT>, Superintendent

## 

## Call Script: School Closure

*The following call script can be modified, printed and provided to anyone who answers the school’s telephones.*

**To: All Staff**

**From: <APPROPRIATE PERSON>**

**Re: Phone inquiries from students or families about coronavirus disease (COVID-19)**

Please use the following information when responding to telephone inquiries from students, staff, or other community members.

**DETAILS OF INCIDENT**

As a school district, we have been closely monitoring the news and best practices regarding the spread of the coronavirus disease (COVID-19). After taking guidance from the <NAME\_OF\_COUNTY> Department of Health, we have decided to close the <NAME\_OF\_DISTRICT> for the next <##> weeks. This closure will take effect immediately.

The closure affects all school programming, including before- and after-school activities, all athletic and extracurricular practices and competitions, and all weekend events.

District teachers and staff have been preparing e-learning plans for our students. Your teachers will be providing more information soon. If you have any questions, please contact your child’s building principal.

**SYMPTOMS**

The symptoms of coronavirus are similar to the regular seasonal influenza and include fever, lethargy, lack of appetite, and coughing. Some people with coronavirus have reported additional symptoms, such as a runny nose, sore throat, nausea, vomiting, and diarrhea. In some situations, the virus can develop into pneumonia. It is believed the seasonal influenza vaccine does not provide protection against coronavirus.

Anyone who needs medical care should call their medical provider to report their illness prior to seeking care at a clinic, physician’s office, or hospital.

Parents of students exhibiting flu-like symptoms or staff exhibiting flu-like symptoms are asked to contact the <NAME\_OF\_COUNTY> County Health Department at <TELEPHONE\_NUMBER>.

**ADDITIONAL INFORMATION**

Additional and updated information can be found on the school’s website, <DISTRICT\_WEBSITE>.

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# EXTENSION OF SCHOOL CLOSURE

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*The following templates may be used in the event that you need to extend an existing school closure due to ongoing concerns regarding coronavirus.*

## Message to Families: School Closure Extension

Dear Parents and Community Members:

As you know, the <NAME\_OF\_DISTRICT> has been closed over the past several weeks to help prevent the further spread of coronavirus (COVID-19) in our community. On <DATE>, Governor <NAME\_OF\_GOVERNOR> ordered an extension to the school closures in our state. The current plan is to keep schools closed until at least <DATE>.

The closures will continue to affect all <NAME\_OF\_DISTRICT> programming, including before- and after-school activities, all athletic and extracurricular practices and competitions, and all weekend events.

Our teachers and staff are still hard at work to continue to provide e-learning to students. We have instructed our staff to plan to continue e-learning through the end of the school year, if needed. If you have any questions about how e-learning is delivered, please contact your child’s building principal.

Individuals who need medical care should call their medical provider to report their illness prior to seeking care at a clinic, physician’s office, or hospital. Parents of students exhibiting flu-like symptoms or staff exhibiting flu-like symptoms are asked to contact the <NAME\_OF\_COUNTY> County Health Department at <TELEPHONE\_NUMBER>.

This has been an incredibly challenging time for the entire <NAME\_OF\_DISTRICT> community. I want to thank you for your patience and understanding as we have dealt with this unprecedented situation. We will continue to keep you updated via email, text, social media, and our website, at <URL>.

Once again, thank you.

Sincerely,

<NAME\_OF\_SUPERINTENDENT>, Superintendent

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## Website Content: School Closure Extension

**Update: <DATE>**

On <DATE>, Governor <NAME\_OF\_GOVERNOR> ordered an extension to the school closures in our state. The current plan is to keep schools closed until at least <DATE>.

The closures will continue to affect all <NAME\_OF\_DISTRICT> programming, including before- and after-school activities, all athletic and extracurricular practices and competitions, and all weekend events.

Our teachers and staff are still hard at work to continue to provide e-learning to students. We have instructed our staff to plan to continue e-learning through the end of the school year, if needed. If you have any questions about how e-learning is delivered, please contact your child’s building principal.

The coronavirus is thought to be spread via person-to-person contact through contaminated air droplets from coughing and sneezing by an infected person. As with controlling the spread of other viruses, we urge you to speak to your child about the following prevention measures:

* Wash your hands regularly, especially after using the restroom and before preparing or consuming food. Using soap and hot water, wash for about 20 seconds. Be sure to also wash your fingertips.
* Avoid coughing or sneezing into your hands or in the air. Always try to cough or sneeze into a tissue, and then throw the tissue away. If you don’t have a tissue, cough/sneeze into your arm.
* As much as you can, avoid touching your eyes, mouth and nose.

The symptoms of coronavirus are similar to the regular seasonal influenza and include fever, lethargy, lack of appetite, and coughing. Some people with coronavirus have reported additional symptoms, such as a runny nose, sore throat, nausea, vomiting, and diarrhea. In some situations, the virus can develop into pneumonia. It is believed the seasonal influenza vaccine does not provide protection against coronavirus.

Individuals who need medical care should call their medical provider to report their illness prior to seeking care at a clinic, physician’s office, or hospital. Parents of students exhibiting flu-like symptoms or staff exhibiting flu-like symptoms are asked to contact the <NAME\_OF\_COUNTY> County Health Department at <TELEPHONE\_NUMBER>.

This has been an incredibly challenging time for the entire <NAME\_OF\_DISTRICT> community. We want to thank you for your patience and understanding as we have dealt with this unprecedented situation.

If you have questions, please contact <NAME> at <TELEPHONE\_NUMBER>.

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## Media Statement: School Closure Extension

**Please direct inquiries to**:   
<NAME\_OF\_MEDIA\_CONTACT>, <TITLE>

<TELEPHONE\_NUMBER>

<EMAIL\_ADDRESS>

FOR IMMEDIATE RELEASE: **<DATE>**

**<NAME\_OF\_DISTRICT> EXTENDS SCHOOL CLOSURES THROUGH AT LEAST <DATE>**

<CITY>, <STATE> — On <DATE>, Governor <NAME\_OF\_GOVERNOR> ordered an extension to the school closures in our state. As a result, the <NAME\_OF\_DISTRICT> will remain closed until at least <DATE>.

The closures will continue to affect all programming, including before- and after-school activities, all athletic and extracurricular practices and competitions, and all weekend events.

District teachers and staff are still hard at work to continue to provide e-learning to students. Staff are planning to continue e-learning through the end of the school year, if needed. Parents and guardians are encouraged to contact their child’s building principal if they have any questions.

Individuals who need medical care should call their medical provider to report their illness prior to seeking care at a clinic, physician’s office, or hospital. Parents of students exhibiting flu-like symptoms or staff exhibiting flu-like symptoms are asked to contact the <NAME\_OF\_COUNTY> County Health Department at <TELEPHONE\_NUMBER>.

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## Signage: School Closure Extension

*The following language can be modified, printed and posted on exterior school doors in the event of a school closure due to coronavirus:*

**NOTICE: SCHOOL CLOSED**

All <NAME\_OF\_DISTRICT> schools are currently closed to students, per the recommendation of <NAME\_OF\_GOVERNOR>. The closures affect all programming, including before- and after-school activities, all extracurricular and athletic practices and competitions, and weekend events.

For more information or updates, please consult the school district’s website at <DISTRICT\_WEBSITE> or contact <NAME> at <TELEPHONE\_NUMBER>.

<NAME\_OF\_SUPERINTENDENT>, Superintendent

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# CONFIRMED CORONAVIRUS CASE

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*The following templates may be used in the event of a confirmed coronavirus disease (COVID-19) case in your school. Please note that the templates assume that schools have already been closed for several days, but the students or staff member may have had contact with others in the school.*

## Message to Families: Confirmed Coronavirus Case

Dear Parents and Community Members:

On <DATE>, the <NAME\_OF\_DISTRICT> was notified by the <NAME\_OF\_ENTITY> that one of our students has tested positive for coronavirus (COVID-19).

As you know, <DATE> was the last day we held school in the district, per the order issued by Governor <NAME\_OF\_GOVERNOR> to close all schools indefinitely. We believe the student was exposed to the virus on <DATE>. We have not received any reports of other students or staff members experiencing illnesses with symptoms resembling those of coronavirus.

COVID-19 is thought to be spread via person-to-person contact through contaminated air droplets from coughing and sneezing by an infected person. As with controlling the spread of other viruses, we urge everyone to take the following preventive measures:

* Wash your hands regularly, especially after using the restroom and before preparing or consuming food. Using soap and hot water, wash for about 20 seconds. Be sure to also wash your fingertips.
* Avoid coughing or sneezing into your hands or in the air. Always try to cough or sneeze into a tissue, then throw the tissue away. If you don’t have a tissue, cough/sneeze into your arm.
* As much as you can, avoid touching your eyes, mouth, and nose.

The symptoms of coronavirus are similar to the regular seasonal influenza and include fever, coughing, and shortness of breath. Some people with coronavirus have reported additional symptoms, such as a runny nose, sore throat, nausea, lethargy, lack of appetite, vomiting, and diarrhea. In some situations, the virus can develop into pneumonia.

Individuals who need medical care should call their medical provider to report their illness prior to seeking care at a clinic, physician’s office, or hospital. Parents of students exhibiting flu-like symptoms or staff exhibiting flu-like symptoms are asked to contact the <NAME\_OF\_COUNTY> Health Department.

We are closely monitoring this situation and will provide you with updates as we know more. If you have questions, please do not hesitate to contact me.

Sincerely,

<NAME\_OF\_SUPERINTENDENT>, Superintendent

## Website Content: Confirmed Coronavirus Case

**Update: <DATE>**

On <DATE>, the <NAME\_OF\_DISTRICT> was notified by the <NAME\_OF\_ENTITY> that one of our students has tested positive for coronavirus (COVID-19).

As you know, <DATE> was the last day we held school in the district, per the order issued by Governor <NAME\_OF\_GOVERNOR> to close all schools indefinitely. We believe the student was exposed to the virus on <DATE>. We have not received any reports of other students or staff members experiencing illnesses with symptoms resembling those of coronavirus.

COVID-19 is thought to be spread via person-to-person contact through contaminated air droplets from coughing and sneezing by an infected person. As with controlling the spread of other viruses, we urge everyone to take the following preventive measures:

* Wash your hands regularly, especially after using the restroom and before preparing or consuming food. Using soap and hot water, wash for about 20 seconds. Be sure to also wash your fingertips.
* Avoid coughing or sneezing into your hands or in the air. Always try to cough or sneeze into a tissue, then throw the tissue away. If you don’t have a tissue, cough/sneeze into your arm.
* As much as you can, avoid touching your eyes, mouth, and nose.

The symptoms of coronavirus are similar to the regular seasonal influenza and include fever, coughing, and shortness of breath. Some people with coronavirus have reported additional symptoms, such as a runny nose, sore throat, nausea, lethargy, lack of appetite, vomiting, and diarrhea. In some situations, the virus can develop into pneumonia.

Individuals who need medical care should call their medical provider to report their illness prior to seeking care at a clinic, physician’s office, or hospital. Parents of students exhibiting flu-like symptoms or staff exhibiting flu-like symptoms are asked to contact the <NAME\_OF\_COUNTY> Health Department.

We are closely monitoring this situation and will provide you with updates as we know more.

If you have questions, please contact <NAME> at <TELEPHONE\_NUMBER>.

## 

## Media Statement: Confirmed Coronavirus Case

**Please direct inquiries to**:   
<NAME\_OF\_MEDIA\_CONTACT>, <TITLE>

<TELEPHONE\_NUMBER>

<EMAIL\_ADDRESS>

FOR IMMEDIATE RELEASE: **<DATE>**

**<NAME\_OF\_DISTRICT> STUDENT TESTS POSITIVE FOR CORONAVIRUS**

<CITY>, <STATE> — On <DATE>, the <NAME\_OF\_DISTRICT> was notified by the <NAME\_OF\_ENTITY> that one of our students has tested positive for coronavirus (COVID-19).

<DATE> was the last day we held school in the district, per the order issued by Governor <NAME\_OF\_GOVERNOR> to close all schools indefinitely. We believe the student was exposed to the virus on <DATE>. We have not received any reports of other students or staff members experiencing illnesses with symptoms resembling those of coronavirus.

Individuals who need medical care should call their medical provider to report their illness prior to seeking care at a clinic, physician’s office, or hospital. Parents of students exhibiting flu-like symptoms or staff exhibiting flu-like symptoms are asked to contact the <NAME\_OF\_COUNTY> County Health Department at <TELEPHONE\_NUMBER>.

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# CHECK-IN MESSAGES

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## Shelter-in-Place Reminder

*The following message can be shared with parents, students, staff, and community members if your city or state has implemented a shelter-in-place order.*

Dear Families and Community Members,

Today, Governor <NAME\_OF\_GOVERNOR> issued a shelter-in-place order for the entire state of <NAME\_OF\_STATE>, starting <DATE>.

The order requires all state residents to remain in their place of residence, with a few exceptions for essential workers, essential activities (such as grocery shopping), and other specific situations. Residents are also asked to stay six feet apart from one another when using shared or outdoor spaces.

I wanted to reiterate the serious nature of the coronavirus situation and the importance of complying with the shelter-in-place order. We encourage you to remain vigilant about maintaining social and physical distancing. We also ask that you discuss this with your children.

All school district buildings and grounds are currently closed. While we want you to go outside and get some fresh air, we ask that you stay away from playgrounds and other public spaces.

To flatten the curve, protect vulnerable populations, and prevent our healthcare system from being overwhelmed, we all must do our part. We know this is no easy task for our parents and families, but it is necessary to manage the COVID-19 pandemic in our community.

On behalf of the <NAME\_OF\_DISTRICT>, I would like to thank you for your ongoing support and for doing your part during this difficult time in our community. It is our hope that we can welcome our students back to school sometime soon. Until then, please be safe and healthy.

Sincerely,

<NAME\_OF\_SUPERINTENDENT>

## 

## Thank You Letter to the Community

*This message to the community can be posted to social media, submitted as a letter to the editor, and distributed via email. It serves as a way to acknowledge and thank those who continue to support the school district, as well as inform the community about the work taking place behind the scenes to ensure students continue to have access to learning opportunities.*

Dear <NAME\_OF\_DISTRICT> Community,

I would like to take a moment to say thank you to everyone who has stepped up over the past couple weeks to support the students, staff, and families of the <NAME\_OF\_DISTRICT>. It has been extremely encouraging to see our residents, businesses, and organizations come together during this time of crisis.

Even while our buildings are closed, work behind the scenes continues. Our teachers are continuously preparing online learning opportunities and resources for their students, working to keep our young people as engaged as possible. Although these activities are not graded or required, we have been impressed that a huge majority of our students are taking part on a daily basis.

In other words, while our buildings may not be open, school is still very much in session. We are privileged to have such dedicated teachers leading the way.

To our teachers and staff, we sincerely appreciate all your efforts to check in with students, provide these important educational resources, and make sure everyone is doing OK. Our students and families will continue to turn to you for guidance and a sense of normalcy as we move forward.

To our parents and guardians, thank you for your patience and understanding as we have worked to navigate an unprecedented situation. We know that the school closures have been incredibly challenging for you and your loved ones. Please know that we are thinking about you and are here to help.

We have a long road ahead of us, but from what we have seen from our community in recent days, I know we will come out of this situation stronger than ever. Once again, thank you so much.

Sincerely,

<NAME\_OF\_SUPERINTENDENT>

## Message to 2020 Graduates

*The following message can be shared with high school seniors who may not be able to graduate in a traditional ceremony due to COVID-19. The message can be sent via email or as a letter mailed to students' home address.*

Dear Class of 2020,

As you know, this spring has come with many unexpected challenges for our entire <NAME\_OF\_DISTRICT> community. The COVID-19 pandemic has led to us closing our school buildings for an extended period of time. It has been an incredibly difficult situation that has led to the need for creative thinking and significant changes to how we continue the learning process.

I know that the school closures have been particularly disappointing for you, as a senior who is looking forward to graduation. The cancellation or postponement of spring sports, concerts, theater performances, and other events has also been frustrating.

Please know that it is normal to feel upset. Quite frankly, we feel the same way.

We hope to be able to return to our buildings before the end of the school year. If that happens, we will do our very best to make your remaining time with us as special and memorable as possible. While we do not yet know if we will be able to resume any activities and events this spring, we will keep you updated.

If we are unable to hold our typical graduation ceremony, we will find a way to celebrate this great accomplishment in your life.

While school is not in session, we encourage you to reflect on this achievement and your future. Thank you for all your hard work and dedication. You certainly have a lot to celebrate!

Sincerely,

## News Release for 2020 Graduates

*The news release template below can be used to celebrate 2020 graduates and their accomplishments, especially if your graduation ceremony must be canceled or postponed due to COVID-19. For an example of the social media updates mentioned in the release, please* [*click here*](https://www.facebook.com/slcsd/photos/a.522755181071282/3281181565228616/?type=3&theater)*.*

**Please direct inquiries to**:

<NAME\_OF\_MEDIA\_CONTACT>, <TELEPHONE\_NUMBER>

<EMAIL\_ADDRESS>

FOR IMMEDIATE RELEASE: **<DATE>**

**<NAME\_OF\_DISTRICT> CELEBRATES 2020 GRADUATES**

*While seniors may not be able to take part in traditional graduation ceremony,   
they have a great deal to celebrate*

<CITY>, <STATE> — With schools closed for the remainder of the school year, <NAME\_OF\_HIGH SCHOOL> is unable to provide an in-person ceremony for graduating seniors this spring.

As a result, the <NAME\_OF\_DISTRICT> has explored creative ways to honor its seniors. Over the next several weeks, the district will be posting photos and anecdotes to its Facebook and Twitter pages, congratulating seniors for a job well done.

<QUOTE\_FROM\_SUPERINTENDENT>

Below is a list of the students who will be graduating this spring:

* <LIST\_NAMES>

To join the honoring of these seniors, please follow the district on Facebook (<FACEBOOK\_PAGE\_LINK>) and Twitter (<TWITTER\_PAGE\_LINK>).

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