Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Parents/Guardians,

We’re hoping that you and your families are staying safe and healthy. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(school name)** Elementary will not be in session for the rest of the 2019-20 school year. Please be aware of the following items:

* Teachers are delivering online instruction to students, and students are expected to check in with the teacher daily, or as often as possible to complete assignments.
* If you need a device please contact your child’s teacher, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(teacher’s name/phone or email)** and we can arrange for you to pick one up at the school.
* If you are having trouble accessing internet, please contact the principal, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(principal’s or secretary’s name)** en \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(email)** and he/she can ask for a Hot Spot from the district for your student to complete school work at home.
* Please email the principal or call the office at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(school phone #)** to update your phone number, email, and address so that we can ensure that you are getting all the information you need.
* You can pick up breakfast and lunch items between 11:00 am-12:30 pm Monday-Friday. All kids ages 1-18 are entitled to these free meals. You can pick those up at \_\_\_\_\_\_\_\_\_\_\_\_\_\_doors of the school or at BusMeals Stop on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* If you normally receive Pantry Packs, they will also be available to pick up between 11:00 am -12:30 pm on Fridays.
* If you have any pictures you would like to send of your children involved in “remote learning” at home, please email them to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Please know that we care deeply about you and your families, and we want to help in any way possible.

Sincerely,

**Principal’s Name, School**

**Phone**

**Email**