# Parent Guardian Letter Template

Dear Parent or Guardian:

[Insert School Name] considers the health and well-being of our students and staff a priority. With that in mind, we are sending this letter home for your awareness. We were alerted that an individual at [Insert School Name] was identified as [having or potentially having] monkeypox. The [building or specific impacted areas] [was/were] temporarily closed for cleaning and disinfection according to CDC guidance.

[INSERT THIS PARAGRAPH FOR THOSE IDENTIFIED AS POSSIBLY EXPOSED]

Your child was identified as potentially coming into contact with a person with monkeypox, and the [Department of Health] will be reaching out to you. It is very important that you answer the phone. They will discuss the potential exposure and talk to you about next steps, if any. This may include monitoring your child for illness and offering vaccination. Please visit [CDC’s Monkeypox Toolkit for K-12 Schools and Early Care and Education Programs](https://www.cdc.gov/poxvirus/monkeypox/resources/toolkits/schools-childcare-toolkit.html) page for more information about monkeypox symptoms and how it spreads.

[INSERT THIS PARAGRAPH FOR THOSE NOT IDENTIFIED AS EXPOSED]

Your child was not identified as being exposed to monkeypox. The risk of monkeypox to children and adolescents in the general population is low at this time. However, parents and caregivers should be aware of the symptoms of monkeypox. Please visit [CDC’s Monkeypox Toolkit for K-12 Schools and Early Care and Education Programs](https://www.cdc.gov/poxvirus/monkeypox/resources/toolkits/schools-childcare-toolkit.html) page for more information.

We will continue to provide regular updates about monkeypox or other health concerns, as needed. Please contact us with questions and concerns. You can call us at [NUMBER], email us at [EMAIL], or visit our website [INSERT LINK HERE] for updates.

We are committed to helping your child have the best learning experience and ensuring the safety of our students and staff.

Sincerely,

[NAME, TITLE, and CONTACT INFORMATION]