**Charter School Letterhead**

(date)

Dear Families,

As you know, media coverage of the coronavirus is widespread, and both the global and national situations are rapidly evolving. Two useful links are the Center for Disease Control and Prevention (CDC) at [www.cdc.gov/coronavirus/2019-ncov/summary.html](http://www.cdc.gov/coronavirus/2019-ncov/summary.html) and the Florida Department of Health (FDOH) <http://www.floridahealth.gov/diseases-and-conditions/COVID-19/>.

As of this writing, there has been no announcement that any school in Florida will close due to the COVID-19 virus. Any recommendation will come from the Center for Disease Control and Prevention, the Florida Department of Health and Governor DeSantis. Families will be notified immediately.

At this time, (*insert name of your school*) is take proactive measures to plan how we would continue educating students if schools were to close for a period of time, perhaps two or three weeks.

To help us make an informed decision, we are asking all parents to complete the attached ***Technology and Internet Connectivity Survey***. Your responses will make it possible for us to determine the best method to transition from school-based to home instruction should schools in our area close.

Please complete and return the ***Technology and Internet Connectivity Survey*** to your child’s teacher (*or insert other preferred method to* *return surveys*) by (**insert date**).

For now, our best advice is to practice responsible prevention to the spread of the coronavirus, to keep students who are ill home from school, and to consult your primary healthcare provider if any of the symptoms associated with the COVID-19 virus are present. More information will be shared with our families as this situation evolves.

Sincerely,

(name)

(title)