

TEMPLATE

SCRIPT – MESSAGE TO PARENTS ANNOUNCING SCHOOL CLOSURE – RECORDED MESSAGE OR PHONE CALL SCRIPT

This is principal (NAME OF PRINCIPAL) calling to share an important message with you.

(SCHOOL NAME) will be closed beginning (DATE OF CLOSURE) through and including (LAST DATE OF CLOSURE). It is anticipated school will re-open on (DATE OF REOPENING).

(SCHOOL NAME) is being closed because a (SCHOOL NAME) student tested positive for probable swine flu virus. All other schools in the (NAME OF DISTRICT) will be open on (DATE OF CLOSURE).

The decision to close school was made after receiving a recommendation from the Marin County Department of Public Health.

All programs held at (NAME OF SCHOOL) will be closed. The entire campus will be closed.

If someone has flu-like illness they should contact their medical provider or call the Public Health multi-lingual Hotline at 415-499-6823. We will continue to monitor the situation and will keep you informed of any new developments.