

(Date)

Dear Parents and Guardians:

Most likely you've seen recent news reports about the spread of the H1N1 influenza virus. Please be aware that no cases of H1N1 have been reported in (name of school district). We are working closely with local and state health officials to monitor flu conditions and make decisions about the best steps to take concerning our schools.

Our district is committed to protecting student health while keeping our schools open and functioning normally. Our custodial staff has been diligent in cleaning and disinfecting our buildings beyond our normal operations, and (list other steps taken here).

The Illinois Department of Public Health recommends basic hygiene practices to minimize the spread of the H1N1 virus, including washing your hands regularly and covering your mouth and nose with your sleeve or a tissue when you cough or sneeze. For more prevention tips, visit [http://www.idph.state.il.us/h1n1\\_flu/index.htm](http://www.idph.state.il.us/h1n1_flu/index.htm).

At this time, students should continue to come to school unless they experience flu symptoms. Signs and symptoms of the H1N1 virus are similar to those of seasonal flu and include fever, cough, sore throat, body aches, headaches, chills and fatigue. If you suspect your child has the flu, contact your health care provider and the school immediately.

In the event of a probable or confirmed case of the H1N1 influenza, all parents and guardians will be notified (in a letter sent home with students, by e-mail, through our automated calling system, via the district newsletter), and the information will be posted on (Web site).

For more about H1N1 and seasonal flu viruses, visit <http://www.isbe.net/htmls/H1N1.htm>, [www.cdc.gov/h1n1flu](http://www.cdc.gov/h1n1flu) or [www.flu.gov](http://www.flu.gov).

Let me assure you that the health and well being of our students is my top priority, and we will inform you of any changes to our district's strategy to prevent or reduce the spread of the flu. Please feel free to contact my office if you have any questions or concerns.

Sincerely,

(Name)

(Title)