**This letter can be customized and shared by the board president as a letter to the editor, guest column or social media message. If you choose to submit a letter to the editor or guest column, please contact your local newspaper to ask about their guidelines, including word limit and deadline requirements.**

Dear [Editor or Friends of [Your District]],

On behalf of the [District Name] School Board, we want to publicly thank our hard-working teachers, support staff, custodians, food service workers, bus drivers, administrative staff and administrators for their commitment and dedication to our students.

We never imagined that we’d be in a situation like this. Like you, we’re saddened by the turn of events and the fact that our students are missing out on activities, milestones and their normal day-to-day interactions.

But we’re proud of how the [District Name] has kept its focus on serving students. When we closed our buildings in March, our staff quickly implemented a new distance learning plan and we’re adapting. We have an incredible team.

[Insert information about districtwide distance learning initiatives, if relevant.]

Our food services staff continue to provide meals for our students. In one [week or other unit of time], the district served [number] meals to area children and their families.

[Insert any districtwide service projects or food preparation/distribution initiatives, if relevant.]

We would also like to thank Superintendent [Superintendent’s Name] for [her/his] vision in rethinking education during this crisis and [her/his] diligence in carrying out that vision every day. [Optional personal message about superintendent]

Finally, we want to thank you, our district families. We know these past few weeks haven’t been easy and we have weeks to go yet before the summer break begins. Please know that the [District Name] stands ready to assist you.

We are all on this journey together. We are your public school district and we want to do everything we can to continue educating and supporting the children of our community.

Although our buildings and facilities are closed, our district is not. We’re home to some of the best students and staff, and they will finish the school year strong.

We look forward to joining with you later this summer to celebrate the graduation of our high school seniors [insert details as appropriate]. And we look forward to seeing you at other school events soon.

[Insert district sign-off if applicable – e.g. Go Crickets, Roll Tide, We’re MPS Strong, etc.]