[Parent/Guardian Name]

[Address]

[Address]

[Address]

Date

Dear [Parent/Guardian Name]:

[INSERT: personal introduction.] We are providing you the following information in accordance with Governor Ducey’s Executive Order 2020-51 issued on July 23, 2020. Please carefully read the following information below regarding the 2020-21 School Year.

**Distance Learning Plan:** Our Distance Learning Plan can be found on the District’s website, available at [Distance Learning Plan web address].

**Mitigation Plan:** Our mitigation plan to address measures to combat the spread of COVID-19 can be found on the District’s website, available at: [Mitigation Plan web address].

**School Calendar**

Distance learning will begin on [INSERT: first date of instructional calendar submitted to Arizona Department of Education]. Attached to this notice is a current copy of the District’s school calendar for the 2020-21 School Year.

[OPTION 1] Pending guidance from the Arizona Department of Health Services, we are currently anticipating beginning in-person, teacher-led classroom instruction on [start date]. This date is only an estimate and may be revised by the District at any time.

OR

[Option 2] Pending guidance from the Arizona Department of Health Services, we will set a projected date to begin in-person, teacher-led classroom instruction. This date is only an estimate and may be revised by the District at any time.

**Attendance Requirements**

Your child will need to participate in the District’s distance learning in order to be counted as present and attending. The District’s distance learning plan requires the following minimum level of contact: [insert attendance or contact requirements from your distance learning plan].

Please note that state law (A.R.S. § 15-802) requires as follows:

* Every child between six and sixteen years of age must attend a school and be provided instruction in at least the subjects of reading, grammar, mathematics, social studies and science.
* The child’s parent or guardian must enroll the child in a school and ensure that the child attends the school for the full time that school is in session. Our District is currently anticipating conducting 180-days of instruction during the 2020-21 school year (see attached school calendar).
* Certain exceptions apply to these attendance requirements, such as medical necessity. If you believe your child qualifies for such an exception, please contact your local school’s attendance clerk.

**Free On-Site Learning Opportunities and Support Services**

Beginning on August 17, 2020, we will begin offering free on-site learning opportunities and support services for students who need a place to go during the school day.

* Please be advised that free on-site learning opportunities and support services **are not** teacher-led classroom instruction. However, free on-site learning opportunities and support services will include in-person support services such as student supervision and strategic support for students in need during standard school hours, and may include teacher-led or paraprofessional support for students engaging in distance learning instruction.
* If you believe your child needs a place to go during the day, please contact [district representative] at [phone] or [email] to discuss whether your child qualifies for this service. [OPTIONAL INSERT: The Arizona Department of Education currently describes this service as a “safe learning space for students who are at-risk, in special education programs or who are the students of essential workers.” For more information on this service and qualifications, please visit our website at [free-onsite learning web address].]
* Please be advised that free on-site learning opportunities and support services may be suspended or terminated if the District or the Arizona Department of Health Services advises closing the premises for public health reasons or in the best interests of the staff and students.

To learn more about our free-onsite learning opportunities and support services, please visit the District’s website at [free-onsite learning web address]. The details of these services may be modified based on additional guidance from ADE. Updates will be posted on the District website.

[INSERT: personal closing statement.] If you have any questions or concerns about the information in this letter, or if you need additional assistance, please contact us at: [district representative] at [phone] or [email]. The information contained in this letter may change as the situation changes, and in accordance with any applicable law, regulation, order or Governing Board policy. ***Please continue to regularly review the websites listed below for important updates.***

Thank you,

[Superintendent]

***Attached:***

District’s 2020-21 School Calendar  
Arizona Revised Statute § 15-802

**Important Websites**

* District’s 2020-21 School Calendar: [District’s 2020-21 School Calendar web address]
* Distance Learning Plan: [Distance Learning Plan web address]
* Mitigation Plan: [Mitigation Plan web address]
* On-site Learning Opportunities and Services Plan: [free-onsite learning web address]
* Arizona Revised Statute § 15-802, available at: <https://www.azleg.gov/ars/15/00802.htm>
* Governor Ducey’s Executive Order 2020-51, available at: <https://azgovernor.gov/executive-orders>