

Date

Just a reminder that for those schools with asbestos, you must let parents know that there is asbestos and where it is. You also must notify them that there is a management plan. Your letter or notification to the parents should be similar to the example given below:

Dear Parents,

Because of the recent laws which have been established in the area of asbestos control we are required to advise parents of the circumstances that exist at (_____) School.

We have asbestos (_____) (i.e. . . . under the carpeting in the administration building and . . .). This does not pose a health hazard since it has been well maintained and is within standards.

We have a management plan provided by a certified management planner which is available for perusal in the Conference Office.

As stated, we are required to advise you of the presence of this hazardous material according to OSHA standards. If you have any questions, please do not hesitate to make them known.

Sincerely,

Name
Head Teacher or Principal

Thank you for making this statement available to your parents and others concerned at your school.

Sincerely,

H. Stephen Bralley
Education Superintendent