

Please use this template as a basis for communicating with your school's parents and faculty – please edit to reflect the specific details about your school screening results and actions and augment with additional information important for your parents to know.

(Date)

Dear Parents and Guardians,

On January 3, the Arizona Department of Environmental Quality (ADEQ) launched a proactive statewide public school drinking water lead screening program for more than 1,000 schools in Arizona. The purpose of this program is to ensure that our school children have access to safe drinking water facilities by screening water facilities for lead and when necessary, immediately taking action to correct any issues identified through the screening process.

On [add date], a screening of select drinking water sources at (school name) was completed. Today, we learned from ADEQ that a sample(s) collected at (school name) as part of this program contained lead higher than the screening level. While all of the school's water sources are safe for hand washing and toilet use, we are taking this extremely seriously and have instituted the following ADEQ drinking water precautions: (Please fill in the actions you chose to undertake, which may include some of the following options, at a minimum):

Option	Flushing all drinking sources daily, before use
Option	Shut off all drinking fountains and providing bottled drinking water
Option	Shut off effected drinking fountains
Option	Posted "No Drinking" signs at all drinking fountains and water faucets
Option	Posted "No Drinking" signs at effected drinking fountains and water faucets
Option	Using bottled water at our cafeteria for cooking
Option	We are temporarily catering our food service from an alternate kitchen

Here's what you need to know:

- The school's water is safe for hand washing, cleaning and toilet use. We will keep you informed of additional information as it becomes available;
- Drinking water is not a common source of lead poisoning in Arizona. Common sources of lead poisoning in Arizona include lead paint, imported spices, imported glazed pottery and home remedies.
- The goal of the ADEQ screening program is to reduce lead exposure from drinking water in schools. Children may be exposed to other potential sources of lead in their homes. To learn more about common sources of lead in Arizona, please visit the Parent Portal on the ADHS Childhood Lead Poisoning Prevention Program at azhealth.gov/lead.

We are currently working to identify the repairs that are needed to bring our drinking water to the appropriate levels. We will keep you updated on our progress and informed throughout the process.

Please note that our first priority is the health and safety of our students and staff. We recognize that this is a matter of great importance to you and as such, we are available to answer your questions ([school name contact & phone number](#)). We have also attached materials for your review that may answer questions and address any issues you may have.

Thank you for your patience as we work to resolve this situation.

Sincerely,

Public School Drinking Water Lead Screening Program
(School Administrator)

Attachment: (School Name) Screening Program Results and Resources

(School Name)

Sample Collection Date	Sample Location	Type of Fixture	Sample ID Number	Screening Result (in ppb)

For screening program updates and helpful health resources information, visit the Arizona Department of Environmental Quality (ADEQ) public school drinking water screening program website: <http://azdeq.gov/LeadScreeningProg> and the Arizona Department of Health Services Parent Portal for Childhood Lead Poisoning Prevention Program at azhealth.gov/lead.