

Sample Memo for Parents

Forest Lake School

[Date]

Dear [Parent]:

This month, [Forest Lake] begins a new program to monitor and improve indoor air quality (IAQ) in our school. We are proud to be taking a leadership role in providing a safe, comfortable, and productive environment for our students and staff so that we achieve our core mission—educating students. Our school will utilize guidance provided by the U.S. Environmental Protection Agency to prevent IAQ problems and respond to any IAQ issues that may arise.

Enclosed is a copy of the *IAQ Backgrounder*, which is part of the EPA guidance that we are using in our school. Not only is this basic information useful to schools, you may also find it useful for application in your own home.

[Name] has agreed to administer the IAQ program in our school. If you have any questions or concerns, please do not hesitate to contact [name] at [phone, e-mail address, and room number].

The school newsletter and Web site will carry progress reports as we learn more about IAQ in our school.

Sincerely,

[Name]

[Principal or Superintendent]

Enclosure: *IAQ Backgrounder*