[INSERT SCHOOL LETTERHEAD]

[DATE]

Dear Parents and Guardians,

We are writing to inform you that a bat was discovered at [SCHOOL NAME] on [DATE]. The primary concern about contact between bats and humans is the potential for exposure to rabies. We believe the risk that anyone in the school was exposed to rabies is very low. However, we are taking every precaution to ensure the safety and well-being of our students and staff. We are working closely with [LOCAL HEALTH JURISDICTION] to monitor the situation.

Rabies is a fatal viral disease in both people and animals, but it can be prevented with prompt, appropriate medical care. In Washington, bats are the only known mammal to carry rabies. However, other mammals, including people, can get rabies from bats. Safe and effective treatment following potential rabies exposure should begin as soon as possible and medical treatment consists of a series of shots.  **Situations where rabies exposure could occur, and treatment would be recommended include:**

1. A bite or scratch by a bat
2. Direct bare skin contact with a bat
3. Knowing that a bat was present in the room or hallway, and not being sure whether direct contact with the bat occurred, or
4. A bat is found in a room or hallway with an unattended child and it is not known if direct contact with the bat occurred

This bat [COULD NOT BE TESTED/ IS CURRENTLY BEING TESTED] for rabies. As a precaution, please take a moment to remind your children of the importance of avoiding contact with any wildlife, including bats. Please ask your child if they saw a bat or had any direct contact with a bat on school grounds as described above. Additional information on rabies is available from the Washington State Department of Health: [Rabies: Frequently Asked Questions](https://doh.wa.gov/you-and-your-family/illness-and-disease-z/rabies#:~:text=When%20human%20rabies%20occurs%20due%20to%20exposure%20outside,human%20rabies%20identified%20during%20the%20last%2025%20years).

If your child has had any contact with a bat, we strongly urge you to:

1. **Notify the school immediately** at [PHONE NUMBER] so that we may assist with any follow-up actions.
2. **Contact** [LOCAL HEALTH JURISDICTION COMMUNICABLE DISEASE PROGRAM] at [LHJ PHONE NUMBER]for further guidance and next steps.

We are committed to keeping our school community informed and safe. If there are any updates, [INCLUDING TEST RESULTS] we will provide them as soon as they become available.

Thank you for your attention to this important matter and for helping us ensure the safety of all students.

Sincerely,

[School Principal/ Nurse’s Name]  
[School Principal/ Nurse's Contact Information]  
[School Name]