

## Sample Letters

### Sample Letter: Screening Planned For Child's Classroom

Dear Parent:

A routine screening for head lice and nits is planned for \_\_\_\_\_ classroom on \_\_\_ (date) \_\_\_\_\_. We would like for you to prepare for this screening by performing head lice screenings at home within the week before we screen at school. Enclosed are instructions for screening as well as treatment information. If you find your child has lice or nits, proceed with treatment and nit removal at home. If you need more information about screening, treatment, or nit removal, please contact the school office. Our goal is a louse-free, education-oriented environment. Please assist us in this endeavor.

Sincerely,

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### Sample Letter: Other Child(ren) In Classroom Infested

Dear Parent:

A child / several children in \_\_\_\_\_ classroom has / have been found to be infested with head lice. We recommend that you thoroughly screen your child for head lice tonight, because head lice can be spread among children who engage in behaviors such as sharing combs, brushes and hats. If live lice or nits are found, your child should be treated with a pediculicide to kill the lice AND you should perform extensive combing to remove the nits. The enclosed material will give you more information on head lice transmission, infestation, treatment, and nit removal.

Educating your child(ren) about how lice are spread from one child to another may prevent infestation. Home head lice checks should be part of routine personal hygiene and are recommended to identify early, easily treatable infestation. Please work with your school personnel to help attain a louse-free, education-oriented environment. If you need any additional information, please contact the school office.

Sincerely,

### Sample Letter: Successful Classroom Screening

Dear Parent:

A routine head lice screening was performed in \_\_\_\_\_ classroom today. We are happy to report your child was found to be louse and nit free. Enclosed are educational materials providing information on head lice transmission and infestation. Educating your child(ren) about how lice are spread from one child to another may prevent infestation. Head lice screenings in the home should be part of routine personal hygiene and will help identify an early, easily treatable infestation.

Thank you for your continued efforts and support in this program. If you have any questions, please call the school office.

Sincerely,

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### Sample Letter: To Parent Whose Child Is Found To Be Infested During Screening

Dear Parent:

A routine screening for head lice and nits was performed in the \_\_\_\_\_ classroom today. Your child was found to have head lice and/or nits. Unless your child has already been treated with head lice products within the past 10 days, your child should be treated with a pediculicide to kill all of the lice AND you should perform extensive combing to remove the nits. **Please give this situation the needed time and attention tonight.** Tomorrow, come in to the school office with your child for a recheck.

The enclosed material will give you more information on head lice transmission, infestation, treatment, and nit removal. If you need any additional information, please contact the school office. We are interested in attaining a louse-free, education-oriented environment.

Sincerely,