This is a template letter that can be used to demand that school officials implement COVID-19 testing. The bracketed and highlighted sections indicate where the letter should be customized, including by adding state resources for testing programs, and demands for bargaining if appliable. You can also include any specific facts you want to highlight about COVID-19 in the local community or schools. See  <https://www.nea.org/covid-19-testing-in-schools> for additional resources.

Dear [Superintendent/Other Contact]:

We are writing to urge you to begin a COVID-19 screening testing program in [Name of School(s)/District]. We believe that a COVID-19 screening program must be in place in our schools to reduce school-based transmission of the virus, protect the broader community, and give our students and educators the best chance possible for uninterrupted, in-person education.

COVID-19 screening testing for students and school employees has been shown to be a crucial strategy for limiting the spread of COVID-19 in schools, allowing cases to be isolated more quickly, preventing spread between people, and allowing schools to safely remain open for in-person learning and extracurricular activities. This is why the federal government has made available significant resources for free testing in schools. [Name of School(s)/District] should not let these resources go to waste when they can be used to help keep our students, families, and educators safe. Specifically, the state of [State] provides this testing program: [*Insert links for state program and the Operation Expanded Testing program* from <https://www.nea.org/covid-19-testing-in-schools>.]

We look forward to meeting with you to discuss how such a program can be implemented. We appreciate that the development and deployment of a testing program will require time from already busy staff, and we are prepared to work with you on testing protocols and procedures [*OR if applicable* – we are prepared to negotiate about the procedures and policies as they affect staff].

Thank you for your prompt attention to this matter of vital importance to the health and safety of our students, staff, families and community.

Sincerely,

cc: [*Consider copying individual school board members, parent organizations, and local health department officials*]