*[Replace this text with your organization’s identifier]*

*[FYI LETTER TO PARENTS/GUARDIANS]*

***[Date]***

Dear Parent or Guardian:

It has come to our attention that a person associated with ***[replace text with school name]*** has recently been diagnosed with active tuberculosis (TB). A person with active TB disease can spread TB bacteria through the air to those who frequently share the same air. ***[Replace text with school name]*** is working closely with the ***[replace text with organization name]*** to identify students and staff who may have been significantly exposed to this case of active TB.

The most common way to become infected with TB bacteria is by spending a lot of time with a person who has active TB. TB is rarely spread to persons who spend a small amount of time with an active case of TB. Please read the enclosed fact sheet to learn more about TB and how it is spread.

We will notify you immediately if we determine that your child needs to be tested for exposure to TB.

To accommodate questions, ***[replace text with school name]*** has scheduled a TB informational parent/guardian meeting on ***[enter appropriate date and location information]***. Representatives from the county public health department will be available to answer your questions.

Additionally, an information line has been set up by ***[replace text with your organization’s identifier]*** to provide additional information about TB. The number is ***[enter appropriate phone number]***.

It is important to know that tuberculosis disease is treatable and curable.

Sincerely,

**Health Officer/TB Controller** School **Principal [*School Name*]**