

**POWER OUTAGE**  
**STUDENTS SENT HOME EARLY**

(Date)

Dear Parent or Guardian:

This letter is to inform you why students were sent home early from (school name) prior to (time) today, (day), (date). All students had their lunch before they went home.

This morning at approximately (time) a transformer “blew” in the neighborhood affecting the primary feed to power at (school name). The only power available was in the office area. As children arrived, they were directed to the playground area where they were involved in supervised activities with school staff.

(Local utility company) kept the district informed throughout the morning. Because the transformer required extensive repair, (local utility company) stated that power would be off until at least (time) today. With this information, the district decided to send all students home due to lack of electricity throughout the building.

The staff at (school name) made every attempt to contact all of you. The safety of our students is paramount at all times, just as it is with you. We thank you for your understanding and cooperation in this emergency situation.

Sincerely,

(Superintendent name)  
Superintendent