**\*\* SAMPLE\*\***

**Bed Bugs Found in a Classroom**

**Parent Notification Letter**

*(Use appropriate school letterhead)*

Dear Parent or Guardian:

We recently found a bed bug in your child’s classroom. Bed bugs are a nuisance, but their bites are not known to spread disease. Bed bugs are usually active at night and feed on human blood. The bite does not hurt at first, but it may become swollen and itch, much like a mosquito bite. Watch for clusters of bites, usually in a line, on exposed areas of the body. If you have medical concerns for you or your child, please contact your doctor.

The source of bed bugs often cannot be determined, as bed bugs may be found in many places including hotels, planes, and movie theaters. Even though it is unlikely for bed bugs to infest a school, *(fill in your school district here)* will conduct an inspection and, if needed, will implement an integrated pest management plan in the area where the bed bug was found. *(Fill in your school district here)* will continue to work to identify bed bugs, provide thorough inspections of schools, and have licensed pest control specialists assist with pest management.

Contact your physician or school nurse for proper care and treatment of bed bug bites.

If you have any questions regarding bed bugs in your school, please contact Principal *(add principal’s name and contact info here)*. If you have any questions regarding bed bugs foundin your home, contact your local health department or visit http://www.michigan.gov/bedbugs.

Sincerely.

School Nurse Principal

(If one is available)

*Sample letter adapted with permission from materials provided by the Central Ohio Bed Bug Task Force*

**\*\* SAMPLE\*\***

**Bed Bug Inspection Report**

Dear Parent,

Today, a bed bug was found on your child or in your child’s belongings. While this does not

necessarily mean that the bed bug was brought to school by your child, it is important to your

child’s health and to the school community that you inspect your home for signs of bed bugs.

Enclosed you will find information about bed bugs and an identification guide to help you with

your inspection. Once you have inspected your home, please fill out the form below and return

to the school office by \_\_\_\_\_\_\_\_\_.

Sincerely,

School Administration

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I have been informed that a bed bug was found on my child at school. I understand that bed

bugs pose a threat to my child’s well-being and to the greater school community. I have read

and understood the educational materials provided to me regarding bed bugs, and have:

􀀀 carefully checked my family and home for signs of bed bug infestation myself

􀀀 hired a pest management professional to check my family and home for signs of bed

bug infestation. Name of pest control company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

After completing a careful inspection, I certify that to the best of my knowledge:

􀀀 I or a pest management professional found signs of bed bugs in my home, and I will

take the following actions to eliminate this infestation:

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􀀀 I or a pest management professional did not find signs of bed bugs in my home at

this time. If I find evidence of bed bugs in the future, I will notify the school

immediately and take action to address the infestation.

I understand that bed bugs can be spread to other homes if they are brought to school in

backpacks, clothing, and other belongings. I understand that if bed bugs are repeatedly found

on my child, that the school may take additional actions to protect the school community from

bed bugs.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_

Pest management professional’s signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_