

(Date)  
(Name of School)  
(Street Address)  
(Town, State, Zip code)

Dear Parents and Staff:

The administration of the **[insert name of school]** would like to notify you that radon testing will be conducted on **[insert date]**. According to Connecticut General Statute Sec. 10-220(d), all public schools are required to inspect and evaluate the indoor air quality in school buildings every five years. This required inspection and evaluation of indoor air quality includes evaluation of radon.

**[Radon professional company]** will conduct the radon testing. The purpose of this testing is to determine radon concentrations in those rooms in the school in which radon may be of concern. To test for radon in air, small test devices containing charcoal will be placed in each of the occupied rooms that are in contact with the ground. Radon test devices are safe and do not cause any adverse health effects. These devices will be left in place for two to three school days.

The school administration will inform you of radon test results and interpretations when all testing has been completed. If elevated levels are found, steps will be taken to reduce radon levels below the United States Environmental Protection Agency action level of 4 pCi/L.

Please read the enclosed pamphlet, *Radon in Schools*, for more information on radon testing. If you have any concerns regarding radon testing, please feel free to contact our office or the State of Connecticut Department of Public Health Radon Program at (860) 509-7367.

Sincerely,

Superintendent of Schools