

Sample Annual Written Notification

SAMPLE: Schools may adapt or expand this sample template in order to comply with minimum requirements to provide annual notification to staff and guardians. Keep a dated copy and the method of notification in each school's Management Plan. For more assistance with AHERA compliance, visit www.mass.gov/dols.

INSERT YOUR LETTERHEAD

ANNUAL ASBESTOS NOTIFICATION LETTER

For School Year 2024-25

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Date: September 20##

Dear Staff, Guardians and Students:

A copy of our district's Asbestos Management Plan is available in each school and at the main administrative office during regular school hours. Inquiries regarding the management of asbestos-containing materials in our schools should be directed to our district's AHERA Designated Person, __ (name) __ who can be reached at __ (work location) __, and __ (email)____ or __ (phone)_____.