**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

**Planning & Operations**

David May, Director

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# E M O R A N D U M

## TO: BUILDING ADMINISTRATORS

**FROM: DAVID MAY, DIRECTOR PLANNING & OPERATIONS**

## RE: PARENT/GUARDIAN/STUDENT NOTIFICATION LETTER

## AHERA (ASBESTOS) SCHOOL MANAGEMENT PLANS

Attached are the documents you will need for this year’s AHERA (asbestos) notifications: Coordinator Posting, AHERA School Management Plan, and Written Notification and Record Keeping Log.

## Coordinator Posting

Please post this notice in one or more visible locations in your building for parents, students, and teachers to read.

## Parent/Guardian/Student Letter Template

As mandated by federal regulation, the District must notify parents/guardians/ students in writing about the existence and location of AHERA School Management Plans for individual school buildings. Also required is the notification of all related asbestos activities which have occurred during the previous year in the building. The AHERA School Management Plan requires notification no later than October 1st of each year.

To accomplish this task, I am enclosing a letter template for you to complete with your school’s information. You may distribute your letter during student registration, include it in one of the first school newsletters of the year, or mail it to the parents/guardians/students.

If your school has no asbestos containing building materials (ACBM), check the blank on the item (a). If your school has ACBM, check the blank on item (b). If you’re not sure which you are, refer to the last year’s letter to see which blank was marked. If any of the asbestos-related activities listed on the AHERA Activities Update apply to your building, check item (c) and quote the information provided to you in the Update. Otherwise, leave item (c) blank.