

(Man with gun/weapon on Campus)

(Date)

Dear Parents/Guardians,

As the principal of \_\_\_\_\_ School, the safety and well being of our students and staff is my top priority. I'm writing today to inform you of an incident that took place at our school on \_\_\_\_\_ (day/date of incident).

A man/woman was spotted walking/running on campus carrying a gun/weapon and school officials were quickly notified. School staff immediately instituted "campus protection" measures, and notified the Los Angeles Police Department and school police. The suspect was subdued by school officials and handed over to the police when they arrived or Authorities conducted a thorough search of the campus, however, no suspect was found. To ensure their safety, all students and staff remained in their classrooms until the campus was declared safe by police.

The Los Angeles Unified School District is working closely with police to investigate the incident. I would like to reassure parents and guardians that the school and District make every effort to ensure the safety of students and staff at our schools. If you have any questions or concerns, please contact me at \_\_\_\_\_ (school number)

Sincerely,

(Name)  
Principal