

(Off-campus shooting resulting in minor injuries)

(Date)

Dear Parents/Guardians,

As the principal of _____ School, I'm writing today to inform you of an incident that took place across the street from our school on _____ (day/date of incident).

A shooting occurred across the street from school resulting in minor injuries to _____ students/parents/staff/passersby. School staff immediately instituted "campus protection" measures, and notified the Los Angeles Police Department and school police. To ensure their safety, 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. Later this week/Next week, the District will provide crisis and intervention counselors to work with students and staff in need of support and counseling.

Although these kinds of events can happen at any time, we will continue to 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