

(Off-campus shooting resulting in deaths and/or serious injuries)

(Date)

Dear Parents/Guardians,

As the principal of _____ School, I'm writing today to inform you of a tragic 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 the death of _____ students/parents/staff/passersby and injuries to ____ others. School staff immediately instituted "campus protection" measures, and notified the Los Angeles Police Department and school police. 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 (LAUSD) is working closely with police to investigate the incident. The District will provide an increased security presence on campus for an indefinite period of time. Later this week/Next week, the LAUSD will also offer crisis and intervention counselors to work with students and staff in need of support and counseling.

I'd like to offer my condolences to family members of the victim(s). I also would like to wish a speedy recovery to all injured students and staff. Although these kinds of tragic 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