

(On-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 at school on _____ (day/date of incident).

A shooting incident occurred on campus that resulted in minor injuries to _____ students and staff members. 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 on campus 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