

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

A shooting occurred on campus that resulted in the death of \_\_\_\_\_ students and staff members and critically injuring \_\_\_\_\_ others. School staff immediately instituted "campus protection" measures, and notified the Los Angeles Police Department and school district 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 (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 the family 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