

## **THEFT IN BUILDING**

(Date)

Dear Parents/Guardians and Staff:

As you may know, on (day), (date), sometime between the hours of (time) an unauthorized (man/woman) entered (school name) and stole a purse and some money from one classroom. Situations like this remind us that we should always be mindful of the importance of knowing who is in the school and for what reason. We are very aware of the concern that this incident may cause you and your student(s). Every precaution has and will continue to be taken regarding the safety of your child(ren).

It is very easy to assume that an unknown adult is indeed a parent of one of our students. Please remember to check in at the office prior to all classroom visitations (or any other room) and wear a visitor's sticker or nametag while at (school name). If you happen upon an adult at (school name) that you don't recognize and is not wearing a visitor's sticker or nametag, it would be very appropriate for you to direct them to the office to check in.

Again, we will continue to place the highest priority on the safety of your child(ren). If you need further information about this matter, please call me at (phone number).

Sincerely,

(Principal name)  
Principal