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| **Sample Weapons Letter to send to family**   * Consider using this letter if parents/guardians refuse to secure their firearms. * Consider sending letter by certified mail. |

**School District Letterhead**

Date

Address

Dear Parent:

The purpose of the letter is to summarize my phone conversations with you on [date]. During our investigation and conversations it was noted [summary of concerns].

Firearms and sharps are the responsibility of the owner. Do not assume a child has not learned the combination to a safe or the location of the key. Keys can be removed and duplicated and combinations have been discovered through a variety of means. Consider changing keys or combinations or removing firearms or sharps from the home in the future. **The best form of security is to secure your firearms and sharps in a locked safe.**

The safety of our students is our top priority at [school]. We appreciate your attention to this matter and ask that you call if you have any further questions.

Best Regards,

Principal or Designee