(Date Here)

(Name and Agency Address Here)

(Name Here,)

The California Education Code section 32280 through 32289 mandates that schools develop Comprehensive School Safety Plans (CSSP) to maintain safe and secure schools. These plans must be updated every year. Pursuant to Education Code section 32288 the district shall notify in writing select community leaders to advise them of a public meeting to discuss the plans for each school or the district-wide plan.

The (Name of School District Here) is inviting you to attend any or all of the meetings listed below:

**Name of School Site of Meeting Date Time**

School A Multi-Purpose Room 10/15/20 6PM to 7PM

School B Library 10/16/20 6PM to 7PM

School C Multi-Purpose Room 10/17/20 9AM to 10 AM

(Name of School District Here) realizes your schedule may not permit you to attend the meetings. The meeting is not mandatory for you or staff to attend. Should you need additional information, please feel free to contact me at (Local Contact Information Here).

Sincerely,

(Name)

(Title)

(District)