

SAMPLE TRESPASSING LETTER
[YOUR SCHOOL LETTERHEAD]
[Month xx, 20xx]

[Trespasser]
[Street Address]
[City, SK, xxxxx]
[Postal Code]

RE: NOTICE TO DENY ACCESS TO CHRIST THE TEACHER CATHOLIC
SCHOOL BUILDINGS AND/OR GROUNDS

Dear [Trespasser]:

As Principal of [Name of School], I am responsible for the health and safety of all of the students, faculty, and staff of the school. It is imperative that a safe and orderly learning environment be provided. Your behavior on [Date] at [Specific Location on School Property] was disruptive and disturbing to the normal educational functions of this school.

In accordance with the authority granted to me as Principal of [Name of School] you are hereby advised that your access to the buildings and grounds of [Name of School] is denied until further written notice.

If you believe that you must personally visit [Name of School] for any reason, you are directed to contact me personally by telephone at xxx-xxxx to receive my permission. A determination of each request will be made on a case-by-case basis. However, if a visit is authorized and a disruption occurs, the authorities will be called immediately.

Very truly yours,
[Name], Principal
[Name of School]

cc: Director of Education