

Date

[Name and address of Sex Offender]

Dear \_\_\_\_\_

Enclosed is a letter that is being sent, at the direction of the Harlem Board of Education, to parents of [name of school] students. The information we have regarding your conviction and the proximity of your residence to the school was volunteered to the school principal by the [name of police agency].

The decision to inform the parents directly was based on the law governing the proximity of convicted sex offenders to schools, the fact that the conviction is a matter of public record, and the current intense media attention to such situations.

Sincerely yours,

[Superintendent]

APPROVED: