

**POLICY GUIDELINES  
POLICY # 600-41**

**DRAFT LETTER**

**Registrant  
123 Main Street  
Anywhere, Maryland 21000**

**Dear Registrant:**

**It is my understanding that you are a registered sexual offender who is a [student or parent/guardian of a student] attending [name of school] in Somerset County. This letter serves as written permission for you to enter onto school property of [name of school] beginning on [date] and expiring on [date]. Upon entering onto school property, you are required to promptly notify [name of principal/designee] of your presence and the purpose of your visit. [If you are a parent/guardian of a student you are to have no contact with any other student while on school property.]**

**For your information I am enclosing a copy of Somerset County Public Schools Policy # 600-41, Sexual Offenders Entering School Property. Failure to follow these procedures will result in law enforcement contact with the possibility of criminal prosecution. Penalties can include imprisonment of not more than five years and/or fines of not more than \$5000.**

**If you have any questions or concerns you may contact me at [phone] for further information.**

**Sincerely,**

**XXXXXX XXXXXXXX  
Principal**