[Pick the date]

Bruce Kuennen
Letterhead of Primary Law Enforcement agency
Primary Law Enforcement Agency Address and Phone Number

Superintendent’s Name
Superintendent’s Address

Dear Superintendent:

Per your request, we are pleased to support your grant application to the Office of the Superintendent of Public Instruction for the following technologies to be installed and used at your schools: [Include all that apply, and delete those for which you are not seeking funding.]

- WASPC Rapid Responder Alert System Module
- School Alert System
- 4Quarters Sharepointe System
- Other – be specific

Our department is the primary law enforcement agency having legal jurisdiction over the following schools within your district: [List]

- School Number 1
- School Number 2

We have taken the following actions to identify, review, and approve the technologies you have chosen:

- Attended meetings with the district on the following dates:
  - 1
  - 2
- Reviewed available technologies (be specific)
- Reviewed the district’s applications and provided specific input
- Observed a demonstration of the option chosen
- Any other action which demonstrates the collaboration between the district and the school district (The district receives extra points for the extent of its collaboration with dispatch.)

We believe that the district’s chosen alternative(s) will expedite the arrival of responding law enforcement units as follows:

- Again be specific – either an improvement in the time needed to dispatch units and/or
- An improvement in the information available to first responders to expedite the response
If the district is successful in obtaining funding for this grant, we will support its implementation of the funded system(s) as follows:

- We will participate in training as appropriate to use the technology installed.
- We will monitor the Dashboard screen in Rapid Responder on all days and times when students are present at the school facilities. (If applicable – this may only apply to dispatch.)
- We will participate in drills and exercises where the technology is tested and practiced.
- In the event of a drill or an actual incident alert, we will use the technologies available at the school(s) affected to the extent allowed by incident conditions.

Thank you for the opportunity to support your application.

Sincerely,

Name
Title
Dispatch Agency Name