

**Notice of Trespass when Individual is on School Property
without Legitimate Business**

It has been ascertained that the below listed individual does not have legitimate business with _____ **(Name of School)**, within its building and/or grounds located at _____ **(street address, city, Illinois, zip code)**. It is the judgment of the Principal or designee that the person in question is trespassing. Therefore, this letter is to inform you that as a result of your actions you are no longer authorized to enter upon the property of _____ **(Name of School)**. Permission to return to school property may only be authorized by the Superintendent, Principal, or their designee. A student of this school, given this order, may enter upon the property only if accompanied by a parent/guardian or legal counsel as listed in the school registrar. Once that student enters the building, they must check in with the Principal's Office. Failure to comply with this order may result in your arrest as the law allows.

Illinois Law Provides:

Teachers and other employees may request any person entering a public building or the grounds which are owned or leased by the board and used for school purposes and activities to identify himself and the purpose of his entry. A person who refuses to provide such information is guilty of a Class A Misdemeanor and shall be fined not to exceed \$1,000.00 or imprisonment in an institution other than the penitentiary. (Sec. 24-25 of Article 25 of Chapter 105 the Illinois Compiled Statutes)

A copy of this letter will remain on file as a record in _____ **(Name of School)** administrative offices.

Name: _____
Address: _____
City: _____
DOB: _____

Date: _____
Time: _____
State: _____

CC: District Superintendent
County Sheriff