

School Principal Confirmation Template

[DATE]

[SCHOOL ADDRESS]

Dear [SCHOOL PRINCIPAL],

Re: Confirmation of Michigan Attorney General Mike Cox's Michigan CSI Presentations

This letter confirms the date and time of the Attorney General's Michigan CSI presentations and provides additional information to ensure you are prepared. Your building's presentations are planned for [DATE] from [TIME] to [TIME].

On the scheduled date, the Attorney General's office will need the following equipment fully operational at least 45 minutes before the first presentation is scheduled to begin:

- Laptop computer, IBM compatible with: 1) USB Port; 2) QuickTime Player; 3) RealPlayer; and 4) Microsoft PowerPoint;
- Data projector;
- Projector Screen;
- Extension Cord;
- Power Strip;
- Podium (or high table);
- Microphone; and
- Speakers.

If you are unable to provide any of the items listed above, please contact [DISTRICT CONTACT] immediately so we can make arrangements to provide the necessary equipment.

It is your responsibility to produce copies of the student and teacher handouts. Sample handouts are enclosed with recommended instructions for reproduction size and color. Handouts are also available on the Attorney General's Web site at www.michigan.gov/ag.

[Optional per discretion of Superintendent:

Also enclosed is a copy of a parent opt-out form. Parents who do not want their child to attend the presentation must submit the completed form to the school.]

Please contact [DISTRICT CONTACT PERSON] if you have questions. Thank you for joining me and Attorney General Cox in communicating this very important message on Internet safety to our students.

Sincerely,

[SUPERINTENDENT' OR DESIGNEE]

c: [SCHOOL CONTACT IF DIFFERENT THAN PRINCIPAL]