

Sample Assurance Letter

Type on Agency Letterhead

To: Tobacco-Use Prevention Education Office
California Department of Education

From: **[Enter Agency Name]**

[Enter 2 Digit County Code] – **[Enter 5 Digit District Code]** – **[Enter 7 Digit School Code]**

Re: Assurance of Compliance with Tobacco-Free Policy

As the **[Superintendent/Assistant Superintendent/CEO]** of **[Enter Agency Name]**, I hereby attest that this agency complies with California *Health and Safety Code*, Section 104420, as it pertains to:

- Adoption of Tobacco-Free Policy and enforcement procedures,
- Communication of said policy and enforcement procedures to staff, students, parents, and community,
- Posting of appropriate signs at all entrances to agency property, and
- Dissemination of information to students and staff regarding tobacco cessation opportunities.

This memorandum is my assurance to the California Department of Education that this agency will enforce all aspects of the policy adopted by the agency's Governing Board.

Print Name

Title

Signature

Date