

Sample Letter to Parents

Date

Dear Parent,

It is with deep regret that we inform you about a recent loss to our school community. On (INSERT date), (INSERT name of the deceased)¹ (INSERT brief facts about the death)². This loss is sure to raise many emotions, concerns, and questions for our entire school, especially our students.

Our school (and INSERT name of school district, if applicable) has a Crisis Intervention Team made up of a professionals trained to help with the needs of students, parents, and school personnel at difficult times such as this. At our school (or INSERT name of alternative school), we have counselors available for any student who may need or want help or any type of assistance surrounding this loss. We encourage you, as parents, to also feel free to use our resources.

We have enclosed some information that may be useful to you in helping your child at home. If you would like additional information or need assistance, please do not hesitate to contact (INSERT name of Communications Coordinator or Counseling Services Coordinator) at (INSERT phone number).

We are saddened by the loss to our school community and will make every effort to help you and your child as you need.

Sincerely,

(Type the name of the signer and title. This letter is usually signed by the principal, superintendent, or crisis team coordinator)

Examples of information to insert in the opening paragraph:

¹John Smith, one of our 9th grade students
Mrs. Jones, who taught 7th grade English

²was killed in an automobile accident
died after a long-illness
died suddenly
committed suicide (*before inserting this information, be sure the immediate family is fine with this information being released*)