

(School Letterhead)

Sample Letter to the Parents

Dear Parent/Guardian,

It is with great sadness that I must tell you of the death of one of our students/staff members, (name). (Name/title/of class) died on (day/date). The death of (name) is a tragedy for the (family name), our school and the community.

Our District 75 Counseling Team has provided support for students and staff. Team members went into the affected classrooms, and facilitated discussion with the students about this tragedy. Some students have met individually or in small groups with the Crisis Counselors.

Classroom instruction will continue, however, I anticipate that the next few days may be particularly difficult for everyone. Please keep in mind that it is not uncommon for children to exhibit fears, poor concentration, nightmares, physical complaints, withdrawals, eating and sleeping difficulties, regressive behaviors, crying and irritability. In school, our staff is working closely with the students to provide them with information and to help them express the pain and sadness they might be experiencing. It is equally important that you as their parent/guardian also provide your child with special understanding and support during this time.

If you wish to speak to someone concerning your child, please contact our School Counselor, (name) at (telephone #).

Thank you for your understanding and support.

Sincerely,

Name
Principal

- *If information about funerals or memorial services is available, it could be included in this notice.*
- *This letter can be modified to reflect other types of crisis events.*