

## **DEATH OF A STUDENT**

(Date)

Dear School District Family:

It is with deep sorrow that we are reporting the death of (name of student), one of the (grade level) grade students from (name of school) who was hit by a car yesterday morning. (first name of student), cradled by the presence of his/her family at his/her bedside at (name of hospital) Hospital, crossed the threshold of this world to the next at about (time) last night.

As a gesture of compassion and love, (name of superintendent), superintendent, has asked all of us to share in a moment of silence at (time) today across the district at every site.

Our thoughts and prayers are with (first name of student) and his/her family. We also offer condolences to all the (name of school) students and staff members especially his/her classmates, teachers and Principal (name of principal).

(Principal name)  
Principal