

SUICIDE OF STUDENT #2

(Date)

Dear Parent or Guardian:

You may have been informed by your son or daughter that a (school name), (grade) grade student passed away last night. Whenever we experience a tragedy like this, we are left with the responsibility to find an appropriate response. As a school, we have made every effort to respond to the needs of all of our students

The (school name) staff as a whole is doing everything possible to respond to this crisis. Additional counselors were in the building today to provide support for our students. If you need assistance in helping your child over the course of winter vacation, I encourage you to contact (name).

Please feel free to call any of our counselors with your questions or concerns at (counselors phone number). You may also reach administrators by calling (school phone number).

We extend our support and sympathy to the family.

Thank you for your support,

(Principal name)
Principal