

Crisis Script: Letter to Parents/Guardians

This can be used to email or mail to parents in the event of a campus community death:

Dear Parent or Guardian,

It is with deep regret that we inform you about a recent loss to our school community. On [DATE], [NAME OF DECEASED] [INSERT BRIEF FACTS ABOUT THE DEATH]. This loss is sure to raise many emotions, concerns, and questions for our entire school, especially our students.

Our school [AND, IF APPLICABLE, NAME OF SCHOOL DISTRICT] has a Crisis Intervention Team made up of 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 contact [NAME OF COMMUNICATIONS COORDINATOR OR COUNSELING SERVICES COORDINATOR] at [PHONE NUMBER AND/OR EMAIL].

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,

[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:

John Smith, one of our 9th grade students

Mrs. Jones, who taught 7th grade English

was killed in an automobile accident, died after a long-illness, or died suddenly or unexpectedly

***It is important to give as much information as you have and that is appropriate in order to dispel rumors. Seek guidance from other officials before disclosing a suicide. Generally, that information should not be revealed. However, each situation should be assessed individually.*

