

Date

Dear Parent(s)/Caregiver(s):

It is with great sadness that I share the news of the suicide death of (insert student's name), one of our students. Our thoughts are with (the student's name) family and friends at this difficult time.

The funeral arrangements are as follows:

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If your child wishes to be released from school to attend the funeral service, you will need to send a signed permission note. We strongly encourage you to attend the service with your child, if at all possible, to provide reassurance and support.

Your child may experience many feelings and want to share those feelings with you. Listening to your son or daughter is the best way to help them through this time. Two important messages to share with your child are: 1) all of us should seek help from others when we are feeling down or hurting; and 2) young people should always tell an adult if they are worried about a friend hurting him/herself or feeling suicidal. Sharing this type of information is not breaking a secret but potentially saving a life.

Since learning of (name the student's ) death, the school administration has taken steps to support students and staff. Trained counselors are meeting with students and will continue to do so to help them deal with their feelings. If your child needs more support to cope with this tragedy, please contact \_\_\_\_\_ . If your child is already using the services of a mental health professional, please share this information with the counselors so that they can provide additional support.

I am sending resources that may help you. They include (local resources, signs of depression, stages of grief, etc. ) The school's crisis response team and I will continue to support the healing of all students and staff. Please contact me at (insert phone number or e-mail) with any concerns that you have.

Sincerely,

Principal's name