

Sample Letter - Death of a Student:

Dear (school name) Families:

It is with sadness that I inform you of the death of (student's name), one of our (grade) students. (Insert appropriate details about the death that have been approved by the family for release to community.)

For those of you who knew (student's name), we ask that you remember and celebrate his/her (insert some of the student's positive character traits). For those of you who did not know (student's name), we ask that you respect our sadness and support us with your understanding.

It is very difficult for all of us to face the death of a young person. Today, a support team of psychologists, counselors, and pupil personnel workers from Montgomery County Public Schools worked with our staff members to provide counseling and support to students. Students who need additional support should contact their school counselor.

Your child may be coming home with questions and worries about this loss. We have enclosed some suggestions that may prove helpful to you as you discuss (student's name)'s death. Please feel free to contact the school if you have an issue you would like to discuss.

I know you join me in extending our heartfelt sympathy to (student's name)'s family. When we receive word regarding funeral arrangements, I will share the information with you. Again, please do not hesitate to contact the school at (telephone number) if you have any concerns or questions.

Sincerely,

Principal

XXX:xxx