Sample Parent Email

Idaho Youth Suicide Prevention Program

Dear Parent(s)/Guardian,

Death is a sad and tragic event, and the sudden death of our (student/staff) has touched both students and faculty here at (School Name).

Based on the information provided to us by the coroner and the family, a student died by suicide on (day, month, year). (If parents do NOT want this labelled as suicide, state: “died suddenly.” If the death is undetermined, state: “According to the coroner the official cause of death is not yet determined.”)

Since news of the death, the school has implemented a crisis response plan to help the students and staff respond to this unfortunate death. In conjunction with colleagues from (community or other agencies), the school (continues to provide/has provided) professional support available to all students. In addition, students continue to meet with staff from our counseling and social work departments.

In the days and weeks ahead, students may have questions and concerns relating to the death and are going to require your support at home and our continued support here at school as they work through their feelings and grief. See [What Helps](https://www.sde.idaho.gov/student-engagement/ilp/files/postvention-protocols/What-Helps-2022.pdf). Although we cannot predict how any child may react, we can be sensitive and aware, both at home and at school, of the common reactions experienced by grieving youth. To help to identify any concerns in your students, please see page 26 of [Children, Teens and Suicide Loss](https://aws-fetch.s3.amazonaws.com/flipbooks/childrenteenssuicideloss/index.html?page=1) for possible signs of grief and [Youth Suicide: Helping Your Children](https://www.sde.idaho.gov/student-engagement/ilp/files/brochures/Youth-Suicide-Helping-Your-Children-Web.pdf) for warning signs of suicide. Be aware that youth may express deep emotions using social media such as Instagram, TikTok, Facebook, Twitter, etc., or search for information about suicide online. Please monitor your students’ use of their social media accounts and alert your school’s (counselor/nurse/school psychologist/administrator) of any concerns.

If you think your child is having difficulty and may benefit from additional support, please feel free to contact (counselor/nurse/school psychologist/ administrator) who will provide a list of local mental health professionals and community resources. More resources are available at the Idaho Crisis and Suicide Hotline by calling 988 or visiting them [online](file:///\\sde-fsrv-01.edu.id\SDEDATA$\BOSPS\Shared\Student%20Engagement%20%20Career%20and%20Technical%20Readiness\Suicide%20Prevention\Documents%20and%20Resources\2023%20Rebranded%20Documents\Edited\idahocrisis.org).

The deceased’s parents request that students (be allowed to attend/not attend) the funeral. (If funeral arrangements are known, include pertinent information. Otherwise, state: “A follow up email will be sent with funeral details once available.”)

If your student plans to attend, please attend the funeral with them. As the school community continues to cope with this loss, we invite your participation in the healing process. See the attached documents (Include What Helps document). Please feel free to contact us at any time with questions or concerns. (Include school phone number)

Sincerely,

(School Principal)