

Hello, this is _____ from ----- School. I'm calling to let you know that we learned today of student -----'s death following a long illness. Your **son/daughter** _____ was in -----'s class **last/this** year.

We have not had general discussion with students concerning -----'s loss today, knowing that you would want to do that as a family. But we are sending home some resources with students this afternoon to help in that regard. We will also have additional counseling support at ----- for the next several days.

Once we have information on final arrangements, we will share that with all of our ----- families. Please call our office if you have any concerns or questions.