

Appendix A: Communication Templates

1. Sample Email to Students (High School)

Subject: A Message Regarding Our School Community

Dear Students,

It is with deep sadness that we inform you of the death of one of our classmates, [Student's Name], who passed away unexpectedly. This is a difficult time for all of us, and we want to acknowledge the sadness and shock that many of you may be feeling.

Support will be available throughout the week. School counselors and trusted adults are here for anyone who needs someone to talk to. We encourage you to reach out.

Please join us [include information about vigil or memorial, if appropriate].

Our school community is strongest when we care for one another. Please take care of yourselves and each other.

Sincerely,
[Principal's Name]

2. Sample Email to Students (College/University)

Subject: A Message to Our Campus Community

Dear Students,

We are deeply saddened to share that our campus community is grieving the unexpected death of one of our student members, [Student's Name]. We recognize the impact it may have on students, faculty, and staff alike.

During this difficult time, support is available to anyone who needs it. Counselors at [Counseling Center name/office] and other campus resources are here to provide a space to talk, process, or simply find support. We encourage you to reach out, whether individually or together with friends.

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We invite you to join us [include information about vigil, memorial, or gathering if appropriate] as we honor and remember [Student's Name].

Our campus community is strongest when we care for one another. Please take care of yourselves and each other.

Sincerely,
[Name]
[Title]

3. Sample Email to Faculty/Staff (High School)

Subject: Guidance for Supporting Students Following The Death of a Classmate

Dear Faculty and Staff,

We are deeply saddened to share that our school community is grieving the unexpected death of [Student's Name]. The family has requested that we share [brief factual information, if permitted].

We know this will impact students emotionally. Please use the provided talking points to support them during this time and allow space for expressions of grief.

Counseling resources will be available on-site. If you have concerns about students, do not hesitate to refer them to our crisis response team.

Thank you for the care and support you extend to our students. Our campus community is strongest when we care for one another. Please take care of yourselves and each other.

Sincerely,
[Administrator's Name]

4. Sample Email to Faculty/Staff (College/University)

Subject: A Message to Faculty and Staff

Dear Colleagues,

We are deeply saddened to share that our school community is grieving the death of one of our students, [Student's Name], who passed away unexpectedly. This loss deeply affects our

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campus community and we know many of you may also be experiencing grief during this time.

We ask for your continued compassion and understanding as students navigate the days ahead. Please be mindful that some may need additional flexibility, care, or support.

Counseling and support services are available to faculty and staff through [Employee Assistance Program/Campus Resource], and we encourage you to use these resources if desired.

If you wish, you are invited to join us [include information about vigil, memorial, or gathering if appropriate] as we remember and honor [Student's Name].

Thank you for the care and support you extend to our students and to each other. Our campus community is strongest when we care for one another. Please take care of yourselves and each other.

Sincerely,
[Administrator's Name]
[Title]

5. Sample Public Statement (University)

Subject: Remembering [Student's Full Name]

Dear Members of the University Community,

We are heartbroken to share the news that our campus community is grieving the unexpected death of one of our students [Student's Full Name]. We extend our deepest condolences to [Student's First Name]'s family, friends, and loved ones during this profoundly difficult time.

We recognize that this loss may affect many members of our community in different ways. Support services are available to help you process grief and connect with others. We encourage you to take care of yourselves, reach out for support, and offer care to those around you.

[Insert details about counseling services, memorial or vigil information, and safety measures if relevant.]

Together, we honor [Student's First Name]'s memory and hold their loved ones in our thoughts.



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Sincerely,
[University President or Dean's Name]