**Death Notification for Use in the Classrooms of the Deceased**

It is with great sadness that I have to tell you that one of our students, \_\_\_\_\_\_\_\_\_, has died. All of us want you to know that we are here to help you in any way we can.

Not all of the facts are known. At this time we do know \_\_\_.

We are aware that rumors may begin to circulate as people try to understand this loss. As rumors spread they can be deeply hurtful and unfair to [the deceased] as well as [his/her] family and friends. Because of this we ask that you be very careful not to speculate about what happened. Instead, we ask that you help us focus on the needs of the people who knew and cared about \_\_\_.

Each of us will react to \_\_\_\_\_’s death in our own way, and we need to be respectful of each other. Feeling sad is a normal response to any loss. Some of you may not have known \_\_\_\_\_ very well and may not be as affected, while others may experience a great deal of sadness. Some of you may find you’re having difficulty concentrating on your schoolwork, and others may find that diving into your work is a good distraction. We have counselors available to help our school community deal with this sad loss. If you’d like to talk to a counselor, just let your teachers know.

Please remember that we are all here for you.