

## Sample Letter or E-mail to Parents

DATE

Dear Parent:

As we remember the DATE tragedy at SCHOOL, the victims and their families, we thank you for your ongoing support.

We are deeply proud of the students and staff at our schools, who with the able assistance of MUNICIPAL EMERGENCY MANAGEMENT and FIRST RESPONDER ORGANIZATIONS, helped save lives during the tragedy.

We know that you have many questions about what happened and the steps we will take to make our school safe and heal as a school community. To answer these questions, we will have a parent meeting TIME, DATE, and LOCATION. We encourage you to attend. In the meantime, if you have any questions, do not hesitate to call us at PHONE NUMBER.

As always, student safety remains a top priority in our district. We will continue to update our safety plans and security measures to protect our students and staff.

Here are some steps we are taking immediately:

LIST SAFETY STEPS

We know that this is a difficult time for your family, and we encourage you to take advantage of the professional mental health services being offered by NAME OF AGENCY. For information or to set up an appointment, call PHONE NUMBER.

In addition to our meeting, we will provide regular updates on the district Web site, ADDRESS.

Thanks again for your involvement and commitment to our schools. Working together, we will heal as a strong, united community.

Sincerely,

Principal

Superintendent