Dear Parent(s)/Guardian:

As you know, on __________ (Date)__, a natural disaster occurred which has had a profound effect on our school community. It is important that we recognize its effect and offer help to our students. This letter will help you know what is happening in our school, and where you may go for assistance for your child.

Here are some things that you may experience with your children. During a tragic situation, they may be more distracted or absent-minded than usual. Sleep and appetite may be disturbed. You may notice irritability, impatience, or anger. Fearfulness and anxiety are also common reactions. Give your child plenty of chances to talk with you about what has happened. Listening in itself can be very helpful.

The school has arranged to have mental health counselors available to talk with students about normal response to grief. Some students may need additional guidance, and they can be seen either individually or in a small group.

On behalf of __________ (Name of School)__, I want to thank you for your support as we work together in the aftermath of this disaster.

Sincerely,

__________________________
Principal’s Name
Principal