Sample Email Templates for Parent/Caregiver Contact

*\*Email is ONLY advised for non-emergency situations (e.g. informing the parent you spoke with their child and determined he/she/they is safe and not at risk to themselves) and for sharing resources on community-based mental health services.*

**Sample 1:**

Dear \_\_\_\_\_\_\_\_\_,

My name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and I’m a 7th grade social worker at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. As you know, our 7th and 8th grade students participated in the Signs of Suicide (SOS) program today. This included students watching a few video clips, engaging in discussion with their facilitators, and completing a brief screener. Based on your child’s answers, I met with him/her/them to talk about his/her/their responses. I’ve since determined he/she/they are not at risk of harm to themselves and have been sent back to class. At this time, I’m not recommending additional resources/services. Feel free to reach out if your have any follow-up questions. I can be reached at 555-555-5555 or by email at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I look forward to hearing from you.

Sincerely,

XXXXXXXX

**Sample 2:**

Dear \_\_\_\_\_\_\_\_\_\_,

My name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and I’m a 7th grade social worker at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. As you know, our 7th and 8th grade students participated in the Signs of Suicide (SOS) program today. This included students watching a few video clips, engaging in discussion with their facilitators, and completing a brief screener. Based on your child’s answers, I met with him/her/them to talk about his/her/their responses. Together, we developed a safety plan which included ways your child can keep themselves safe when feeling overwhelmed. I would be happy to review this plan, as well as send you a copy. When you have time, please give me a call back so I can address any of your questions or concerns. I can be reached at 555-555-5555 or by email at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I look forward to hearing from you.

Sincerely,

XXXXXXXX

**Sample 3:**

My name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and I’m a 7th grade social worker at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. As you know, our 7th and 8th grade students participated in the Signs of Suicide (SOS) program today. This included students watching a few video clips, engaging in discussion with their facilitators, and completing a brief screener. Based on your child’s answers [insert name], I met with him/her/them to talk about his/her/their responses. Together, we developed a safety plan which included ways your child can keep themselves when feeling overwhelmed. I would be happy to review this plan as well as send you a copy. After speaking with your child about their options, together, we identified that your child may benefit from community-based individual therapy, in addition to us meeting twice a month for a check-in. (I have attached to this email a list of counseling centers in our local area.) When you have time, please give me a call back so I can address any of your questions or concerns. If you’d prefer, we can also schedule a time for the three of us to meet at school. I can be reached at 555-555-5555 or by email at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I look forward to hearing from you.

Sincerely,

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