**LETTER A**

<<School Letterhead>>

<<Date>>

Dear Parent/Guardian of <<Student’s Name>>,

As I have discussed with you today, I am concerned about your child, <<Student’s Name>>. His/Her behavior today, which included <<List Specific Threatening Behavior>>, has been perceived to be threatening to himself/herself and others in the school community. At this time, <<School’s Name>> must temporarily removal your child out of school. For the safety of your child and the entire school community, the following actions are required prior to considering your child’s returning to school:

1. By <<Insert Date within 3 Days>>, your child has a formal psychiatric assessment pertaining to threatening behavior against self or other and socio-emotional behaviors, with specific attention given to <<Describe Threat>>. Prior to any possible re-entry into <<School Name>>, you must have documentation from a licensed mental health professional, like a psychiatrist or psychologist, stating that your child is not a harm or threat to him/herself or others.

2. By <<Insert Date within 3 Days>>, you as the parent/guardian must consent for the disclosure of counseling services and school behavioral records solely for your child, and appropriate documentation of such consent is rendered on file with <<School Name>> and the mental health professional (see attachment for the [Form 19](https://drive.google.com/file/d/0B3PQ5-lUSgKNZTM3YmY2Y2YtY2FiZi00MjhkLWExM2UtZGY3MDcwMWFhNGYz/edit?usp=sharing)). This documentation permits the appropriate school administrators to share the information with your child’s mental health provider, like a psychologist or psychiatrist. Please consult with your insurance for providers and coverage counseling services.

As you know this situation is serious, and it is imperative that you support your child by following the recommendations as outlined in this letter. Overall, this issue deals with both the personal safety and mental health of your child and the entire school community.

I will be back in touch with you soon to schedule a follow-up meeting to discuss your child’s future enrollment at <<School’s Name>>.

Sincerely,

[Signed]

Principal