

Intradistrict Communication

DATE: September 24, 2026

TO: Principals and Assistant Principals

FROM: Michael Anderson, Associate Superintendent
Buddy Alger, Director of Student Services
Fulvia Franco, Administrator of School Psychology
Stacey Worthen, Administrator of School Counseling
Annie Larson, School Based Therapy Specialist

SUBJECT: Parent Square Communications and School Mental Health Team Follow-Up

September is National Suicide Awareness Month. Attached you will find a copy of the communications that were sent via Parent Square to all families on 9/22/26. These announcements highlight mental health teams in schools and offer free family resources available throughout Jordan School District, including services through the Jordan Family Education Center and the Cook Center for Human Connection.

[Elementary and Secondary Communication](#)

Action Requested for Schools

Send a Personalized School Follow-Up Letter: Administrators and school leaders are encouraged to send a follow-up letter to families. Attached you will find a sample letter. While district communications outline overall resources, families respond best when they know the specific individuals supporting their children at the school.

This letter would introduce School Mental Health Team Members to your families. You may choose to use the attached sample letter to introduce your School Mental Health Team members by name and job title (e.g., School Counselor, School Psychologist, and School-Based Therapist). or write your own letter so families know how to seek support at your school.

Sample School Follow-Up Letter

Subject: Meet Your School's Mental Health Support Team

Dear [School Name] Families,

As shared in our recent district communication for National Suicide Awareness Month, safety, connection, and emotional well-being are top priorities at [School Name]. We want to ensure every family knows who is here to support your child and how to reach out whenever help is needed.

Each school in Jordan School District has a dedicated School Mental Health Team ready to assist students with navigating friendships, managing stress, adjusting to routines, or working through challenges.

Meet Your [School Name] Mental Health Team

- [Staff Name] – *School Counselor(s)*
 - *Contact:* [Email Address] | [Phone Number / Extension]
 - *Role:* Supports academic planning, social-emotional skill building, individual check-ins, and small-group support.
- [Staff Name] – *School Psychologist*
 - *Contact:* [Email Address] | [Phone Number / Extension]
 - *Role:* Provides cognitive and behavioral evaluations, targeted intervention plans, and specialized student support.
- [Staff Name] – *School-Based Therapist (Secondary Schools)*
 - *Contact:* [Email Address] | [Phone Number / Extension]
 - *Role:* Offers therapeutic check-ins and mental health support for students needing individual care.

How to Access Support

These services are provided with parent or guardian permission. If you have questions about your child's social, emotional, or mental health needs, please do not hesitate to contact any member of our mental health team listed above, or reach out to your student's classroom teachers or a principal.

[Principal / Administrative Team]

[School Name]