

Bereavement Fan-Out Notification

Complete this form and submit to Andrea Hermanson (hermansona@sgate.k12.mi.us) if you'd like to have an all staff bereavement notice sent on your behalf.

Please print legibly or type.

Employee Name: _____

Building: _____ Position: _____

Deceased's Name: _____

Relationship to Employee: _____

Visitation Information

This is a Private Visitation

Funeral Home: _____

Address: _____ City: _____

State: _____ Zip: _____ Phone # of Funeral Home: _____

Date(s) of Visitation: _____ Times _____

Service Information

This is a Private Service

Funeral Location: _____

Address: _____ City: _____

State: _____ Zip: _____ Phone # _____

Date: _____ Time: _____

Additional Information
