[Date Here]

Dear Parent(s)/Guardian(s),

This letter is to inform you that a student at the school was recently diagnosed with bacterial meningitis. Meningitis is an infectious disease leading to inflammation of the protective membranes covering the brain and spinal cord. With current immunizations, bacterial meningitis is rare.

The signs and symptoms of bacterial meningitis include sudden onset of fever, headache, stiff neck, nausea, vomiting, increased sensitivity to light, and confusion. These symptoms can appear within 3-7 days after exposure.

Fortunately, most of the bacteria that cause meningitis are not as contagious as viruses that cause the common cold or flu. Bacterial meningitis is spread through direct contact with the respiratory secretions from contaminated objects such as sharing food utensils and drinking glasses or by kissing. Children exposed to bacterial meningitis should receive meningococcal vaccine based on Centers for Disease Control and Preventions’ recommendations.

Persons who show the above symptoms should contact their health care provider for immediate evaluation and treatment.

**Students who have been diagnosed with bacterial meningitis must have a note from a health care provider stating they are cleared to return to school.**

If you have questions regarding this information, please reach out to your school nurse.

Thank you for your attention to this matter.

Sincerely,

[Principal] [School Nurse]