[Date Here]

Dear Parent(s)/Legal Guardian(s),

This letter is to inform you that an individual at the school was recently diagnosed with conjunctivitis. Conjunctivitis, often called "pink eye,” causes swelling of the lining inside the eyelid and covering the white part of the eye. Viruses, bacteria, and allergens are common causes of conjunctivitis. Chemicals, such as chlorine, can also cause conjunctivitis. Allergic conjunctivitis often affects both eyes, whereas viral and bacterial conjunctivitis usually affects one eye. Individuals with conjunctivitis may also have increased tearing, yellow-green discharge, itching, irritation, and/or burning, feeling like a foreign body is in the eye(s), resulting in an urge to rub the eye(s). Crusting of eyelids or lashes may occur especially in the morning. Allergy symptoms such as itchy nose, sneezing, scratchy throat, may occur at the same time as eye symptoms. Cold, and flu symptoms or other respiratory infection or worsening of asthma may also occur.

Illness may last as few as 2-3 days or up to 2-3 weeks. Conjunctivitis spreads when hands become soiled by infected respiratory tract secretions or by direct contact with discharge from infected eyes gets into another individual’s eyes.

Viral conjunctivitis spreads easily and rapidly between people. It usually clears up in 7-14 days without treatment and resolves without any long-term effects. However, it may take 2-3 weeks or more for viral conjunctivitis to completely clear up. Allergic conjunctivitis clears up once the allergen or irritant is removed or after treatment with allergy medications. Doctors often prescribe antibiotic eye drops to treat bacterial conjunctivitis infection.

If you have questions regarding this information, please contact the school nurse at: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or the Chicago Department of Public Health (CDPH) at (312) 746-6015.

Thank you for your attention to this matter.

Sincerely,

[Principal] [School Nurse]