

Sample Internal Email to Staff: Student Diagnosed with Concussion

Good morning team,

I have spoken with Carla, Alex's mom. She communicated that Alex received a pretty serious hit to the head at volleyball yesterday and was diagnosed with a concussion. Mrs. X will be keeping Alex at home today and will monitor Alex's recovery day to day. I have met with Mrs. X and explained the initial stages of Return to School and Return to Physical Activity that occur at home. Depending on Alex's progress through the stages, there is a possibility that Alex will return to school this week.

When Alex returns, we need to be mindful of accommodations which Alex may need. These might include (but are not limited to):

- Low lighting environments
- Little to no electronics
- No reading of text
- No loud cafeteria noise
- Alternate eating space (with a few friends)
- No athletics/physical activities
- Shortened days
- Extensions on work assignments
- Reduced amounts of work

When Alex is ready to return, I will meet with Mrs. X to plan next steps, and then meet with Alex to determine an individualized plan and identify:

- the RTS learning strategies and/or approaches Alex will need, based on Alex's symptoms
- the best way to provide Alex opportunities to participate in permissible activities

Thank you for your support of Alex through this recovery process.