

Insert School Name or Logo Here



[DATE]

[ADDRESS, CITY, STATE, ZIP]

[PHONE NUMBER]

Dear Parent/Guardian:

A suspected case of **viral** meningitis has been reported in one of your child's classmates. We are working with the Bay County Health Department in response.

Viral meningitis can be caused by many types of viruses and is the most common type of meningitis. The illness is rarely serious and it usually causes fewer long lasting problems than the bacterial meningitis. Symptoms may include sudden onset of fever, headache, stiff neck, vomiting, rash, or confusion. The disease is spread through contact with an infected person's saliva or mucous. A fact sheet has been included to provide you with more information.

Children or adults with symptoms of meningitis should be looked at by a doctor immediately.

We are evaluating the situation to determine risk to students and you will be contacted if preventive measures are necessary. Generally, no treatment is needed for contacts of individuals with viral meningitis.

If you have any questions, please call the Bay County Health Department at 989-895-4003.

Sincerely,

[NAME, TITLE]