

Students can cut & paste this template into an email that should be sent to their professors and copied to their common dean after being diagnosed with a concussion.

Hello,

I sustained a concussion on (insert date). I am meeting with medical staff at the Parton Center for Health and Wellness and following Middlebury's *return to function process*. I have been instructed to rest my brain until I no longer have symptoms, and then gradually increase my exposure to academic work according to the *sub-symptom threshold recovery process* outlined in the *return to function process*. Descriptions of these processes can be found on the Parton concussion webpage (add link). I will do my best to return to full academic function as soon as possible and will keep you posted on my recovery progress.

Sincerely,