



Dear Parent/Guardian,

The Chapin School utilizes an innovative concussion management program for our student-athletes. The program is called ImPACT (Immediate Post Concussion Assessment and Cognitive Testing) and involves an online computerized exam that each student grades 5-12 will take every two years. **We are asking our upper school student-athletes to take the baseline test on their home computer.**

If the athlete is believed to have suffered a concussion during competition, the exam is taken again and the data is compared to the baseline test. This information is then used as a tool to assist the athletic training staff and treating physicians in determining the extent of the injury, monitoring recovery, and in making safe return to play decisions.

If an injury of this nature occurs, we will be in contact with you. **Post-concussion tests will be taken under our supervision at school.**

Founded by the University of Pittsburgh Medical Center's Sports Concussion Program, this software system is utilized throughout professional sports and has been mandated in the NHL. Used by 18 NFL teams, US Soccer and countless colleges and high schools across the country, it is fast becoming the "Gold Standard" in recognizing and managing head injuries. Additional information can be found at [www.impacttest.com](http://www.impacttest.com).

The exam takes about 25-30 minutes and is non-invasive. The program is basically set-up as a "video-game" type format. It tracks neurocognitive information such as memory, reaction time, brain processing speed, and concentration. For example, in one part of the exam, a dozen common words appear one at a time on the screen for about one second each. The athlete is then later asked what words were displayed. It is a simple exam and most who take it enjoy the challenge of the test.

One of the reasons concussions are so dangerous is a condition called Second Impact Syndrome. If an athlete sustains a second concussion before completely recovering from the first, the results can be deadly. At Chapin, we understand the competitive nature of sports, but we always hold the athlete's health and safety as our top priority.

**Please sign and return the following two pages of this letter indicating permission for your daughter to take the test, and that you will make certain she follows the important instructions included on the self-test page.**

If you have any questions regarding this program, please feel free to contact me. Thank you.

Sincerely,

Michelle L. Caywood  
Director of Athletics  
The Chapin School  
212.570.4971  
[caywood@chapin.edu](mailto:caywood@chapin.edu)

## PERMISSION SLIP

### For use of the Immediate Post-Concussion Assessment and Cognitive Testing (ImPACT)

I have read and understood the above information and give permission for my daughter to participate in the ImPACT Concussion Management Program. I also agree to ensure a valid test by following the guidelines below.

Printed Name of Athlete \_\_\_\_\_ Sport \_\_\_\_\_

Signature of Athlete \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent \_\_\_\_\_ Date \_\_\_\_\_

**To ensure a valid test, please follow these instructions. It is very important that you are able to fully concentrate during the entire test. Poor performance will result in an invalid test and will require a re-take!**

- Set aside 30 minutes in a quiet room with no distractions to take the test.
- No headphones or cell phone use during the test.
- Turn off any televisions, radio or anything else that can produce background noise.
- Tell siblings and family members about the importance of the test to avoid interruptions or distractions.
- Note the test will begin by asking you background questions called the “demographic” section.
- There are 6 test sections called “modules.” These include word memory, design memory, Xs and Os, symbol match, color word match and three letters.
- Take your time to read each section’s instructions very carefully. Each module is self explanatory.
- It is common to perform the color word match module incorrectly, please read that section’s instructions thoroughly.
- Other than the initial demographic section, do not ask anyone to help you with your performance during the test, such as assistance with memory questions, etc. Do not write anything down during the test to aid memory.
- You must use a standard external mouse. You may not use a finger mouse pad (ie: laptop mouse), a Track Mouse, or anything other than a standard mouse.
- Minimum computer requirements:
  1. Make sure you are using Internet Explorer 6.0 and above, or Firefox 1.5 or above, and Safari for the MAC running OSX 10.2 and above.
  2. You must have Macromedia FLASH PLAYER 10.0 or newer installed. You can download FLASH PLAYER at [www.adobe.com](http://www.adobe.com)
  3. If you have a pop up blocker installed you must turn it off for the duration of the test.
  4. Close all other programs on your computer before taking the test.
  5. You need a broadband internet connection
  6. If you are running Windows 7, make sure power management is set to High Performance; otherwise performance will be slowed negating test scoring.
- To take the baseline test, go to: [www.impacttestonline.com/schools](http://www.impacttestonline.com/schools)
- Select NY and then click on “Launch Baseline Test.”
- Make certain to select The Chapin School when asked for “school/organization” in the demographic section.
- Enter customer i.d. code: 5DF709E4FD
- Your test results are not displayed once you are finished (all results are password protected).

Please note our test contract with ImPACT does not allow for unlimited baseline tests. Please do not allow others to take an additional test.

Thank you for participating in our ImPACT Concussion Management Program.



**CONSENT FOR COGNITIVE TESTING and RELEASE OF INFORMATION**

I give my permission for (daughter's name) \_\_\_\_\_ (daughter's date of birth) \_\_\_\_\_ to have a baseline and a post-concussion ImPACT (Immediate Post-concussion Assessment and Cognitive Test) administered at The Chapin School. I understand that my child may need to be tested more than once, depending upon the results of the test, as compared to my child's baseline test, which will be kept on file at Chapin. I understand there is no charge for the testing.

The Chapin School may release the ImPACT (Immediate Post-concussion Assessment and Cognitive Testing) results to my child's primary care physician, neurologist, or other treating physician, as indicated below. Additionally, we work with physicians and neurologists who are trained in reading ImPact results.

By signing below you give permission for your daughter's results to be released to your daughter's treating physician or an ImPACT trained physician with whom we are consulting, to review your daughter's results.

I understand that general information about the test data may be provided to our Concussion Management Team, for the purposes of providing temporary academic modifications, if necessary.

**I give permission for an ImPACT trained physician to review my daughter's ImPACT results:**

Name of parent or guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of parent or guardian: \_\_\_\_\_

**PLEASE PRINT THE FOLLOWING INFORMATION:**

Name of doctor: \_\_\_\_\_

Name of practice or group: \_\_\_\_\_

Phone number: \_\_\_\_\_

Student's home address: \_\_\_\_\_

Parent or guardian phone numbers (please indicate preferred contact number & time if necessary):

\_\_\_\_\_ (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C)