

Date: _____

RE: _____

Dear Parent/Guardian:

It has come to our attention that the following documentation is missing from your child's records.

_____ DPT or DTaP (Diphtheria, Tetanus, Pertussis) _____

_____ Tdap

_____ OPV/IPV (Polio) _____

_____ MMR (Measles, Mumps, Rubella) _____

_____ Measles

_____ Hepatitis B _____

_____ Varicella (Chicken Pox)

State law requires that all students receive these immunizations and the school needs to be provided with the appropriate documentation. In order for a student to be **CONDITIONALLY ENROLLED**, the student must have proof of having received at least one dose of each of the required immunizations and have a **schedule on file** within 5 business days to receive the remainder of the required doses. A "schedule on file" refers to a note from your physician or health care provider that your child is scheduled to complete the series. The child will be excluded from school if these requirements are not met by the designated dates below.

Today's Date: _____

Schedule on file due by: _____

Immunizations completed by: _____

Please feel free to contact me at the number above if you have any questions regarding this policy.

Sincerely,

School Nurse