



[DATE]

[PARENTS(s)]

[ADDRESS]

[CITY], [STATE] [ZIP]

Re: Immunizations

Dear Parent(s):

As you know, school begins on [DATE]. Before your child, [NAME OF CHILD], can be enrolled, however, we must receive proof that he/she has received immunization against a number of diseases as required by state law or is excepted therefrom. To date, we have no immunization records for your child nor a claim of exception.

Please complete the enclosed form verifying that [[NAME OF CHILD] has received the required immunizations, consistent with medically acceptable standards and return the form to [NAME OF SCHOOL OFFICIAL], *before school begins*. By state law, we cannot allow [[NAME OF CHILD] to stay in school longer than thirty days unless we have received proof that he/she has had the required immunizations or is excepted therefrom.

If you cannot submit a statement from a physician or public clinic regarding your elementary or secondary school child, you may submit your own statement on the enclosed form detailing the precise dosages given for each required immunization and the month and year each immunization was given. If you elect to submit your own statement in lieu of one from a health care provider, please contact [name of school official] at [telephone number] to determine the precise vaccinations required for your child, as the requirements vary according to the child's age.

If you are claiming an exception for medical reasons that an immunization is contraindicated or because of your conscientiously held beliefs, you must either submit a statement from a physician stating the immunization is contraindicated or you must submit a notarized statement, signed by you as the parent/guardian, or if the student is an emancipated person, by the emancipated person, stating that the student has not been immunized because of conscientiously held beliefs. The enclosed form may be used for this purpose.

If we do not receive proof of immunization or exception by [DATE], your child will be sent home from school and discharged from enrollment. It will then be necessary for you to re-enroll the child after immunization requirements have been met before the child can return to school. If you have any questions, please contact [NAME OF SCHOOL OFFICIAL] at [TELEPHONE NUMBER].

Thank you for your cooperation.

Sincerely,

[NAME OF SCHOOL OFFICIAL]