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Date: (Insert Date)

Dear Parent or Guardian of (Insert Child’s Full Name):

According to our records, your child does not have documentation of the required immunizations and is not eligible for conditional status attendance.

As a result, **your child cannot come to school until immunization documentation has been given to us** (according to Washington State law RCW 28A.210.080 and rules, WAC 392-380-045 and WAC 246-105-020). **This exclusion starts now.**

Skipping vaccinations or missing vaccine doses makes it more likely that your child can get sick or spread an illness to another child.

**Which vaccinations does my child need to get?**

The Certificate of Immunization Status we have on file for your child is missing the following vaccinations:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| [ ]  DTaP dose #1 | [ ]  Polio dose #1 | [ ]  MMR dose #1 | [ ]  Hep B dose #1 | [ ]  Hib dose #1 | [ ]  PCV dose #1 |
| [ ]  DTaP dose #2 | [ ]  Polio dose #2 | [ ]  MMR dose #2 | [ ]  Hep B dose #2 | [ ]  Hib dose #2 | [ ]  PCV dose #1 |
| [ ]  DTaP dose #3 | [ ]  Polio dose #3 |  | [ ]  Hep B dose #3 | [ ]  Hib dose #3 | [ ]  PCV dose #3 |
| [ ]  DTaP dose #4 | [ ]  Polio dose #4 | [ ]  Varicella dose #1 |  | [ ]  Hib dose #4 | [ ]  PCV dose #4 |
| [ ]  DTaP dose #5 |  | [ ]  Varicella dose #2 |  |  |  |
| [ ]  Tdap dose #1 |  |  |  |  |  |

[ ]  Other:

**When can my child return to school?**

Your child may return to school when you turn in one of the following:

1. Medical vaccination records showing your child has received the missing vaccine(s) listed above; **OR**
2. Documentation by a health care provider that your child is immune to the disease either by a laboratory blood test or history of having had the disease; **OR**
3. A completed and signed Certificate of Exemption form claiming you have medical, personal, or religious reasons for not vaccinating your child.

**What do vaccines cost?**

In Washington, all children under age 19 can get free vaccines from their health care provider. Providers may charge an office visit fee and a fee to give the vaccine, called an administration fee. If you cannot pay the administration fee, you can ask your health care provider to waive the cost. For more information, contact the [INSERT NAME OF LOCAL HEALTH DEPARTMENT AND PHONE #]

**Where do I get more information? Where do I get forms?**

For more information about immunization requirements, including links to the forms mentioned above, visit [https://www.doh.wa.gov/SCCI](https://www.doh.wa.gov/CommunityandEnvironment/Schools/Immunization).

Enclosed please find a list of vaccines required for school entry in Washington and a copy of applicable Washington state laws and rules.

Please call me right away at [INSERT PHONE # AND EMAIL ADDRESS] for help or more information, including finding a place to get vaccines.

Sincerely,

[INSERT NAME AND TITLE of HV or FA]