**Notice of Child’s Immunization Status (Parent Letter)**  
  
 [INSERT DATE]

Dear Parent or Guardian of [INSERT CHILD’S FULL NAME]:

Washington State law (RCW 28A.210.080) requires all children to have immunization records for certain vaccine-preventable diseases in order to attend school, preschool or child care. According to our records, your child did not get one or more required vaccinations. The **Certificate of Immunization Status** (CIS) we have on file shows the following immunizations are missing:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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 |  |  |  |  |  |

Notes:

Please take **ONE** of the following actions by [INSERT DATE – 30 DAYS AFTER LETTER IS MAILED]:

|  |  |
| --- | --- |
| **Is this your situation?** | **Then do this:** |
| 1. Your child ***HAS*** received the immunizations marked above. | Bring the information to your school so we can update our records. |
| 1. Your child has ***NOT*** received the immunizations marked above. | Bring this form, along with your child’s Certificate of Immunization, to your child’s doctor. |
| 1. You have medical, religious, or personal reasons for not vaccinating your child. | Bring a completed Certificate of Exemption (COE) form to your school. A personal exemption may not be used for the measles, mumps and rubella (MMR) requirements. |

If we don’t receive your information within this timeframe, by law we must send you a Notice of Exclusion for Immunization Noncompliance. This Notice will explain that your child cannot attend school/preschool/child care until you provide the required immunization information to your school nurse. RCW 28A.210.120

**What do vaccines cost?**

In Washington, all children under age 19 may get vaccines at no cost 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, ask your provider to waive the cost.

**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/CommunityandEnvironment/Schools/Immunization>. You can reach us at [INSERT PHONE #] for help or more information.

Sincerely,

[INSERT NAME AND TITLE OF EMPLOYEE, AND NAME OF SCHOOL]