**Notice of Exclusion for Immunization Noncompliance**

**(Public Schools)**

**Sample Letter**

[Insert Date]

Dear Parent or Guardian of [Insert Child’s Full Name]:

According to our records, your child did not get certain vaccinations that are required to attend school. On [DATE],we sent you a letter stating that we could allow your child to temporarily attend school for 30 days as long as you submitted your child’s immunization information by [INSERT DATE].

We did not get the information by this deadline. As a result, **your child cannot come to school until we have proof that he or she received all proper vaccinations** (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. Vaccination records showing your child has received the missing vaccine(s) listed above; **OR**
2. A completed Certificate of Exemption form claiming you have medical, personal, or religious reasons for not vaccinating your child.

**How can I appeal the decision to exclude my child?**

According to WAC 392-380-050 and WAC 392-400-300, you have the right to appeal our decision to exclude your child from school. To appeal, you must request a hearing from this school district office within ten school business days of getting this letter. If you do not request a hearing within ten school business days, you give up your right to a hearing. You can request a hearing in writing or by asking at the school. A hearing will determine if your child has had the proper vaccinations, is in the process of getting properly vaccinated, or has a medical, personal, or religious exemption.

**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.

**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).

You can reach us at [INSERT PHONE #] for help or more information.

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 the school right away at [Insert Phone #] for help or more information.

Sincerely,

[INSERT NAME AND TITLE of SCHOOL OR DISTRICT ADMINISTRATOR]

Enclosures:

List of Required Vaccines

Schedule of school business days

RCW [28A.210.080](http://app.leg.wa.gov/RCW/default.aspx?cite=28A.210.080)

RCW [28A.210.120](https://app.leg.wa.gov/rcw/default.aspx?cite=28A.210.120)

WAC [246-105-020](https://app.leg.wa.gov/wac/default.aspx?cite=246-105-020)

WAC [246-105-080](https://app.leg.wa.gov/wac/default.aspx?cite=246-105-080)

Chapter [392-380](https://app.leg.wa.gov/wac/default.aspx?cite=392-380) WAC

WAC [392-400-330](https://app.leg.wa.gov/wac/default.aspx?cite=392-400-330)

WAC [392-400-335](https://app.leg.wa.gov/wac/default.aspx?cite=392-400-335)