

[School Name]
[School Address]
Valley, Washington 99181
[School Phone Number]

[Date]

[Parent Name]
[Parent Address]

Dear [Parent Name],

The summer is flying by and there's only a month before school starts! As you make your back-to-school lists, please remember that Washington State Law requires that schools have on file the completed and signed Certificate of Immunization Status (CIS) and/or the Certificate of Exemption (COE) for each student before the first day of school (RCW 28A.210.080).

For students going into 6th grade, please make sure that your Tdap and Varicella vaccinations are up to date.

I have included the necessary forms with this letter and additional forms may be downloaded from the Department of Health website:

CIS - <http://www.doh.wa.gov/cfh/Immunize/documents/certimmunstatus.pdf>

COE - <http://www.doh.wa.gov/cfh/Immunize/documents/certifexemption.pdf>

Thank you for attending to this important detail. We look forward to seeing you in a few weeks. Enjoy the rest of your summer!

Sincerely,

[Principal Name]
Principal