

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

[Date]

Dear [Parent Name],

On [Date of First Reminder] we sent you a letter reminding you that Washington State law requires schools to have on file the completed and signed Certificate of Immunization Status and/or Certificate of Exemption forms before [Student's Name] returns to school (RCW 28A.210.080). [Contact Person] is now available to assist you, answer questions and provide you with additional forms. Please give [Contact Person] a call at [Contact Phone Number] if there is any way [Contact Person] can help. With all this advance preparation, we look forward to a smooth beginning of school. See you soon!

Sincerely,

[Principal Name]
Principal