

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

[Date]

[Parent Name]
[Parent Address]

Dear [Parent Name],

To protect the health of the public, state laws and an immunization program have been implemented to assist families in achieving immunity against certain vaccine-preventable diseases (RCW 28A.210.060 – 28A.210.170). Attendance of a child at every public and private school in the state is conditioned upon the presentation of proof of either (a) full immunization, (b) the initiation of and compliance with a schedule of immunization, as required by rules of the State Board of Health, or (c) a Certificate of Exemption as provided for in RCW 28A.210.090.

According to our records, as of the date of this letter we have not received a fully completed and signed Certificate of Immunization Status for [Student's Name] verifying that he/she has received all the required vaccinations, nor have we received a Certificate of Exemption. As a result, [Student's Name] cannot come to school or attend classes, effective immediately and until the time the school office has received proof that he/she has been properly vaccinated and/or is lawfully exempt.

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 the school district office within ten (10) school business days of receiving this letter. If you do not request a hearing within ten (10) 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 only decide if your child has had the proper vaccinations, is in the process of getting properly vaccinated, or has a medical, personal, or religious exemption.

In Washington, all children 18-years old or younger may get vaccines at low or no cost from their health care provider or county health department. 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.

You will find enclosed a list of vaccines that Washington children must receive and a copy of applicable Washington state laws and rules. If you have questions or need assistance, please contact [Contact Person] at [Contact Phone Number]. Thank you and we appreciate your cooperation.

Sincerely,

[Principal Name]
Principal

Encl: [list]