**Notice of Exclusion for Immunization Noncompliance**

**(Public Schools)**

[Insert Date]

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

According to our records, your child does not have documentation of the required immunizations for school and is not eligible for conditional status attendance.

As a result, **your child cannot come to school until immunization documentation has been given to us.** This is according to laws in Revised Code of Washington (RCW) [28A.210.080](http://app.leg.wa.gov/RCW/default.aspx?cite=28A.210.080) and Washington Administrative Codes (WAC) [392-380-045](https://app.leg.wa.gov/wac/default.aspx?cite=392-380-045)  and [246-105-080](https://app.leg.wa.gov/wac/default.aspx?cite=246-105-080). **Your child’s exclusion from school 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 # |  | ☐ 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 booster  |  |  |  |  |  |

 ☐ Other:

**When can my child return to school?**

Your child may return to school when you turn in **one of the following**:

1. Medical vaccination records showing your child has received the missing vaccine(s) listed above.
2. Documentation by a health care provider that your child is immune to the disease either by a laboratory blood test or history of having had the disease.
3. 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](https://app.leg.wa.gov/wac/default.aspx?cite=392-380-050) and WAC [392-380-080](https://app.leg.wa.gov/wac/default.aspx?cite=392-380-080), 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 three school business days of getting this letter. If you do not request a hearing within three 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 immunizations, is in the process of getting properly vaccinated, or has a medical, personal, or religious exemption.

**What do vaccines cost?**

In Washington state, all children 18 years of age and younger can get vaccines at no cost from a clinic participating in the Childhood Vaccine Program (CVP). Clinics can charge an administration fee but you can ask to have it waived if you can’t pay it. Find CVP clinics by using this vaccine map at <https://fortress.wa.gov/doh/vaccinemap>. For more information contact the [INSERT NAME OF LOCAL HEALTH DEPARTMENT AND PHONE #].

**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 [www.doh.wa.gov/vaxtoschool](https://doh.wa.gov/community-and-environment/schools/immunization/families).

Enclosed with this letter are documents on the immunizations required for school entry in Washington state and a copy of applicable Washington state laws and rules.

If you need help or want information about where to get vaccines, please call the school at [Insert Phone #].

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)

WAC [392-380-045](https://app.leg.wa.gov/wac/default.aspx?cite=392-380-045)

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