**Notice of Child’s Missing Tdap Vaccine - SAMPLE LETTER**  
  
[INSERT DATE]

Dear Parent or Guardian of [INSERT CHILD’S FULL NAME]:

The tetanus, diphtheria, and pertussis (Tdap) vaccine is a booster vaccine which improves your child’s immunity against tetanus, diphtheria, and pertussis diseases. In Washington state, a Tdap vaccine is required for students attending school in 7th through 12th grades.

Our records indicate that your child will be entering 7th grade in the next school year and we do not have a record showing your child received a Tdap vaccine. To meet the requirement, the Tdap vaccine must be given on or after age 10.

**Documentation of the Tdap vaccine or an exemption must be turned before your child can start 7th grade on [INSERT DATE].**

**Per Revised Code of Washington (RCW) 28A.210.120, if we do not receive documentation by [INSERT DATE], we must exclude your child from attending school.** We will send you a Notice of Exclusion for Immunization Noncompliance which explains why your child cannot attend school until you provide required immunization documentation. Valid documentation includes medical records showing vaccination, or a completed Certificate of Exemption (COE) form.

**What do vaccines cost?**

In Washington, all children 18 years of age or younger can get vaccines at no cost from their health care provider. Providers may charge administration fee to give the vaccine. If you cannot pay the 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 vaxtoschool. You can reach us at [INSERT PHONE #] for help or more information.

Sincerely,

[INSERT NAME AND TITLE OF EMPLOYEE, AND NAME OF SCHOOL]