Notice of Exclusion for Immunization Noncompliance

[Insert Date]

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

According to our records, your child did not get required vaccinations to attend school. The Certificate of Immunization Status we have on file for your child shows the following vaccinations missing:

- DTaP dose #1
- Polio dose #1
- MMR dose #1
- Hep B dose #1
- Varicella dose #1
- DTaP dose #2
- Polio dose #2
- MMR dose #2
- Hep B dose #2
- Varicella dose #2
- DTaP dose #3
- Polio dose #3
- Hep B dose #3
- DTaP dose #4
- Polio dose #4
- Tdap dose #1

Other:

Skipping vaccinations or missing vaccine doses makes it more likely that your child can get sick or give an illness to another child.

On [Date], we sent you a letter stating that we could allow your child to temporarily attend school for 30 days on the condition you give us your child’s immunization information by [Insert Date]. We did not get the information by this deadline. As a result, your child cannot come to school until we have proof that he or she got proper vaccinations (according to Washington State law RCW 28A.210.080 and rules, WAC 392-380-045 and WAC 246-105-020). This exclusion starts now.

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

1. Information to update the Certificate of Immunization Status we have on file showing your child has received the missing vaccine(s) listed above; OR
2. A Certificate of Exemption claiming you have medical, personal, or religious reasons for not vaccinating your child.

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 this school district office within ten (10) school business days of getting 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.

You will find enclosed a list of vaccines that Washington children must receive and a copy of applicable Washington state laws and rules. In Washington, all children 18-years old or younger may get vaccines at low or no cost from their healthcare provider or local 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.

Please call the school right away at [Insert Phone #] for help or more information.

Sincerely,

[INSERT NAME AND TITLE of SCHOOL OR DISTRICT ADMINISTRATOR]

Enclosures:
List of Required Vaccines
Schedule of school business days
RCW 28A.210.120
WAC 246-105-020
WAC 246-105-080
Chapter 392-380 WAC
WAC 392-400-300
WAC 392-400-305