**General Immunization Reminder - SAMPLE LETTER**

[INSERT DATE]

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

As your child returns to school, its important to make sure they are up to date on all their required vaccinations for the [INSERT DATES] school year.

To prepare, the Washington State Department of Health strongly encourages you to schedule your child’s immunization visit **as early as possible** with their doctor or health care provider so your child is up to date well before the first day of school.

According to the Washington Administrative Code WAC 246-105-030, any child attending school, preschool, or childcare in Washington State is required by law to be fully immunized against the following diseases:

|  |  |
| --- | --- |
| Measles (Rubeola) | Chickenpox (Varicella) |
| Mumps | *Haemophilus influenzae* type b disease (Hib)\* |
| German measles (Rubella) | Hepatitis B |
| Diphtheria | Polio (Poliomyelitis) |
| Tetanus | Pneumococcal disease\* |
| Whooping cough (Pertussis) |  |

\*not required for children 5+ years old

You can schedule your child for school immunizations and their COVID-19 together. We also recommend children receive the influenza (flu) and Hepatitis A vaccines if they haven’t already.

**If we do not receive paperwork showing your child meets immunization requirements for school entry by [INSERT DATE], your child will be excluded from school**, per Revised Code of Washington [**RCW 28A.210.120**](https://app.leg.wa.gov/rcw/default.aspx?cite=28A.210.120)**.**

**Where do I get more information? Where do I get forms?**

For more information about immunization requirements, including immunization requirement charts and forms, visit [**https://www.doh.wa.gov/vaxtoschool**](https://www.doh.wa.gov/vaxtoschool)**.**

**What do vaccines cost?**

In Washington, all children under age 19 can get vaccines at no cost from their health care provider. 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, you can ask your health care provider to waive the cost. Find VFC clinics by using this vaccine map at <https://fortress.wa.gov/doh/vaccinemap>. You can also use <https://vaccines.gov> to find other places that vaccinate near you, such as pharmacies.

You can reach us at [INSERT PHONE #] for help or more information.

Sincerely,

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