

Sample Parent Letter

Dear Parent or Guardian:

The State of Alabama School Law, §16-30-4, requires all students entering public or private school to present an up-to-date Alabama Certificate of Immunization (COI), an Alabama Certificate of Religious Exemption, or an Alabama Certificate of Medical Exemption for specific vaccine-preventable.

While conducting the annual School Entry Survey, it was discovered that your child lacked the item(s) marked below. Please bring in a revised COI or documentation of updated immunization history. Your child may be excluded from school this year if there is a reported case of a vaccine-preventable disease.

If you have any questions or need additional information concerning required vaccines or certificates, please call your physician or local county health department.

Thank you for your cooperation.

Sincerely,

Principal or Headmaster Signature

Your child needs:

_____ Alabama Certificate of Immunization

_____ Documentation of varicella vaccine, history of disease, or lab test for immunity

_____ Documentation of tetanus/diphtheria/acellular pertussis vaccine

_____ Documentation of polio vaccine received on or after the 4th birthday

_____ Documentation of MMR vaccine