**Immunization Reminder – Students 4 Years of Age - SAMPLE LETTER**

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

We are writing to let you know that children attending school, including transitional kindergarten (TK) or preschool who are 4 years or older on September 1 must have additional doses of some vaccines.

Since your child will be 4+ years old on September 1, you will need to provide immunization records showing they received the following vaccines by the start of school:

* A booster dose of DTaP vaccine given at age 4 or older
* A booster dose of IPV vaccine given at age 4 or older
* Dose 2 of MMR vaccine
* Dose 2 of varicella (chickenpox) vaccine

If your child turns 4 near September 1, we strongly encourage you to schedule an immunization visit in advance with your doctor or health care provider so your child does not miss school.

If we do not receive paperwork showing your child meets immunization requirements for school entry, your child will be excluded from school, per Revised Code of Washington RCW 28A.210.120.

Valid documentation includes medical records showing vaccination, evidence of immunity, or a completed Certificate of Exemption (COE) form.

**What do vaccines cost?**

Clinics in the Vaccines For Children (VFC) program provide childhood vaccines at no cost in the state of Washington. 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>.

**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 https://www.doh.wa.gov/SCCI.

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

Sincerely,

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