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**Notice of Child’s Conditional Immunization Status**  
  
[INSERT DATE]

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

Your child is attending [INSERT SCHOOL OR CHILD CARE NAME] with a Conditional Immunization Status.

Children can enter and stay in the program in conditional status if they are catching up on required vaccines for early learning center care entry. Vaccine series doses are spread out among minimum intervals, so some children may have to wait a period of time before finishing their vaccinations.

* **If a student is waiting for minimum date to receive vaccination:** Students in conditional status may remain in school while waiting for the minimum valid date of the next vaccine dose plus another 30 days’ time to turn in documentation of vaccination.
* **If a student is behind on immunizations:** Students in conditional status may remain in school in order to get caught up to meet immunization requirements. The student has 30 days from the date of this letter OR the first day of class (which ever comes first).

**Our records show that you child is due for the next dose of the vaccine/s marked with an ‘x’ on [INSERT DATE]:**

|  |  |  |
| --- | --- | --- |
| **☐ MMR** (measles, mumps, rubella) | **☐ PCV/PPSV** (pneumococcal) | **☐ IPV** (polio) |
| **☐ DTaP** (diphtheria, tetanus, pertussis) | **☐ Tdap** (tetanus, diphtheria, pertussis) | **☐ Hepatitis B** |
| **☐ Hib** (*Haemophilus influenzae* type b) | **☐ Varicella** (chickenpox) |  |

**Documentation must be turned into the program by [INSERT DATE – 30 DAYS AFTER VACCINE DUE DATE]**

**If we do not receive documentation by due date above, by law we must send you a Notice of Exclusion for Immunization Noncompliance. This Notice will explain that your child cannot attend class until you provide the required immunization documentation,** [**RCW 28A.210.120**](https://app.leg.wa.gov/rcw/default.aspx?cite=28A.210.120)**.** Valid documentation includes medical records showing vaccination, evidence of immunity to the disease in question, or a completed Certificate of Exemption (COE) form.

**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**. You can also use <https://vaccinefinder.org> to find other places that vaccinate near you, such as pharmacies.

**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](https://www.doh.wa.gov/CommunityandEnvironment/Schools/Immunization). You can reach us at [INSERT PHONE #] for help or more information.

Sincerely,

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