DATE:

Dear Parent/Guardian of

In reviewing your child’s immunization records on file at school, we have found your child is missing documentation of the following immunizations that he/she must have to remain in school.

[ ]  Second measles vaccine (preferably second MMR)

[ ]  Tetanus-diphtheria booster (given within the last 5 years)

[ ]  Hepatitis B series – dose 1 2 3

[ ]  Varicella or Documentation of disease

[ ]  Polio

[ ]  Your child’s temporary Medical Exemptions part B is due or has expired. Please

 take care of this promptly and bring in the completed form.

[ ]  Please have your shot record put on a Florida Immunization Form.

[ ]  We have no shot record on file.

Please take this letter and a copy of your child’s immunization record when you take your child for immunizations.

Needed immunizations may be received through your child’s private doctor or at the Leon County Health Department. Any child receiving immunizations at the Leon County Health Department must be accompanied by a parent or legal guardian. To schedule an appointment for immunizations at the Leon County Health Department call 606-8020.

Thank You,

Registrar