

APPENDIX C

TEMPLATE

Exclusion Notice to Parents of Children with Incomplete Records
Before or After the First Day of School

Dear (parent/guardian):

Our records indicate that we have not received proof of immunization for (*student's name*). Proof of immunization is required under Section 10 of the *Education Act* as a requirement for school entry.

I regret to inform you that we will not be able [*have not been able to*] to admit your child [*for this reason.*] when school begins unless he/she brings the required documentation on the first day of school. Any of the following will be accepted:

- ✓ a completed record of immunization in any format supplied by your doctor or public health office; or
- ✓ the enclosed form, completed by your doctor or nurse practitioner, indicating that your child's exempted on medical grounds; or
- ✓ the enclosed form, signed by you and indicating that you have chosen not to have your child immunized.

To reiterate, unless the school receives one of the above documents on or before the first day of school, (*student's name*) will not be admitted to school in September. [*Your child will be admitted as soon as you provide the school with one of the above.*]

Cordially,

District Superintendent

cc School principal
Public Health Office