

Contact Vaccine Preventable Disease Control for Official Letter:
(213) 351-7800 and ask to speak to the **Epidemiology Unit**

[SCHOOL LETTERHEAD]

Dear **[School Principal, Vice-Principal, School District Superintendent]**,

After completing the review of the vaccination records of our **[school year]** entering students at **[school name]**, it has come to our attention that we have several students in school that are unvaccinated/under-vaccinated.

As of **[today's date]**, we have identified **[number]** of students that are unvaccinated/under-vaccinated. Here is the breakdown of the number of students by the reason for not being up-to-date with vaccinations:

- 1.) **Number of students with a Personal Belief Exemption:** _____
- 2.) **Number of students with a Medical Exemption:** _____
- 3.) **Number of students classified as a Conditional Entrant not yet due for their next vaccination dose:** _____
- 4.) **Number of students pending submission of their immunization documentation (legally not allowed to remain in school until proof of immunization history is provided):** _____

By not being up-to-date with the recommended vaccines, these students are at a higher risk of contracting vaccine-preventable diseases and transmitting to others in the school. In the event of an outbreak, these students will more than likely be excluded from school as long as several weeks or even months until the Los Angeles County Department of Public Health determines the students can return at the end of the outbreak.

As you know, this will be a huge burden on the child's well-being and education. In addition, parent(s) are typically very upset in these situations because it requires them to arrange for alternative child care while the child is out of school. These absences further translate into budgetary challenges for the school with losses in Average Daily Attendance (ADA) funding.

We believe these unfortunate outcomes can be avoided with a proactive effort on the part of the school and district. Therefore, we are requesting your assistance in reducing the number of students who are un- or under-vaccinated at this school, either by asking you to speak directly to these parents about the importance of having their children up-to-date with vaccines or by employing any other strategy we choose to adopt.

Because our mission is to protect the overall health and well-being of all our students, staff, and general community, please let me know how I can help you to create an optimal learning environment for our students to learn and succeed.

Thank you,

[signature]

[Name and Title]