Date: Current date here

Dear Parent/Guardian:

I am contacting you regarding an important matter concerning your child, child's name here . North Carolina General Statute (G.S. 130A-152) requires immunizations for every child present in this state. Every parent, guardian, or person in loco parentis is responsible for ensuring their child receives required immunizations.

Your child is not in compliance with this law. Your child needs the following vaccine(s): List vaccine(s) needed here . You are being given 30 days to comply with the immunization requirements. If this situation is not resolved within 30 days, I am required by law (G.S. 130A-155) to exclude your child from name of child care here and not allow their return until the immunization requirement is met and proof, in the form of a Certificate of Immunization (shot record), is presented.

Your child must receive the necessary immunizations, and you must provide documentation to the school by date here . Your child may get immunizations from a private physician or from your local health department: name of local health department here

North Carolina law provides for only two types of exemptions from required immunizations: medical and religious. If your child has a medical or religious exemption to the required vaccine(s), you are required to provide appropriate documentation.

- N.C. G.S.130A-156 Medical Exemption – applies when it is certified that a required immunization is or may be detrimental to a person's health due to the presence of one of the contraindications adopted by the Commission for Public Health. Under this exemption, the person is not required to receive the specified immunization as long as the contraindication persists. The child may attend school or child care with a copy of the Medical Exemption Statement Form (DHHS-3987).
- N.C. G.S.130A-157 Religious Exemption – applies when the bona fide religious beliefs of the parent, guardian, or person in loco parentis are contrary to immunization requirements in North Carolina law. Upon submission of a written statement of these bona fide religious beliefs and opposition to immunization requirements, the child may attend school without presenting a Certificate of Immunization.

If you have questions or need additional information, please contact me at phone number or email address . You may also contact the

name of local health department here directly at phone number to schedule an appointment.

Thank you for your cooperation in responding to this important matter.

Sincerely,

Your name here

Your job title here