**Notice of Child’s Missing Tdap Vaccine - SAMPLE LETTER**  
  
 [INSERT DATE]

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

The Tdap is a booster vaccine which continues to protect your child against the tetanus, diphtheria, and pertussis diseases they were immunized against as young child. In Washington State, a Tdap vaccine is required for students attending school in 7th through 12th grades.

Our records indicate that your child will be entering 7th grade in the next school year and we do not have the date of the required Tdap vaccine on file. To meet the requirement the Tdap vaccine must be given on or after age 10.

**Documentation of the Tdap vaccine or an exemption must be turned before your child can start 7th grade on [INSERT 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 will explain that your child cannot attend school until you provide the required immunization documentation,** **RCW 28A.210.120.** Valid documentation includes medical records showing vaccination or a completed Certificate of Exemption (COE) form.

**What do vaccines cost?**

In Washington, all children under age 19 can get free vaccines 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.

**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]