**[[DATE]]**

Dear **[[SCHOOL NAME]]** Parents and Guardians,

It is the goal of this school and the District of Columbia to keep all students healthy while in school. To protect the health and wellness of all students, District of Columbia law requires all students in the District to provide their schools with up-to-date immunization documentation or proof of medical or religious exemption in order to attend school (DC Official Code § 38–501 et seq.).

**DC Health immunization requirements are based on a student’s age**.**[[1]](#footnote-1)** At certain ages, students are required to receive additional immunizations. These immunizations align to prior to grades pre-K 3, kindergarten, 7 and 11.

Beginning in the 2023-24 school year, students in **grades pre-K 3, kindergarten, 7 and 11** may only attend school for a limited time without proof of immunization. If it is determined that your child in grade pre-K 3, kindergarten, 7, or 11 has not received the required immunizations, you will receive a written notification stating that you have until Dec. 4, 2023 to present proof of immunization or your child will not be allowed to return to school until they have received the required immunizations and provided documentation to the school.

Once the proper immunization documentation is presented to the school, your student will be allowed to return, and the missed days will be changed from “unexcused absences” to “excused absences.”

If you are not sure if your student’s school immunization records are up-to-date, contact the school to find out. You may also contact your primary health provider or make an appointment for your student to receive their annual wellness visit. During the wellness visit, ensure the health provider completes the Universal Health Certificate or provides you with appropriate proof of immunization or medical exemption.[[2]](#footnote-2) You will need to give this immunization documentation to the school.

**To find a health provider or immunization location near you**, please refer to the list provided by DC Health.[[3]](#footnote-3) If you do not have health insurance or need a healthcare provider, please refer to DC Health Link or contact the Citywide Call Center by dialing 3-1-1.[[4]](#footnote-4) If you have other questions or would like more information regarding this letter, please contact: **[[IPOC NAME]]** at **[[IPOC PHONE NUMBER]]**.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**[[PRINCIPAL OR SCHOOL LEADER NAME AND SIGNATURE]**

1. DC Health, Immunization Requirements: <https://dchealth.dc.gov/page/schools-and-licensed-childcare-development-centers> [↑](#footnote-ref-1)
2. DC Health, DC Universal Health Certificate: <https://dchealth.dc.gov/service/school-health-services-program> [↑](#footnote-ref-2)
3. DC Health, List of Health Providers and Pediatric Immunization Locations: <https://dchealth.dc.gov/service/school-health-services-program> [↑](#footnote-ref-3)
4. DC Health Link: <https://www.dchealthlink.com/> [↑](#footnote-ref-4)