

Instructions for completing the notification letter for noncompliance of

Childcare, Pre-School, School Entry Immunization Requirements:

Upon review of a student record and finding they are missing required immunizations for school enrollment this form shall be used to notify parents which vaccine(s) is missing from the record. This will assist parents when scheduling an appointment on what vaccines are needed.

The name/title of the school and district administrator shall be referenced on each form sent out. The name of the school health staff shall be included.

-Utilize the School Letterhead on the top left corner as seen on the example for NMDOH.

The form has links to the laws about required immunizations for school, and the parents'/ guardians' responsibilities to provide evidence these vaccinations have been received.

Instructions for completing the certificate of vaccine exemption is provided. Do not complete exemption forms for students. Parents or legal guardians are the only ones who can file these forms for their children.

After 3 notifications, the school must begin the disenrollment process.

Definitions:

Up to date (UTD)-received all required vaccine doses for Childcare/Pre-School/School entry.

Valid medical exemptions are students that have medical exemptions that have been filed and approved by the NMDOH. (If a medical exemption is still with the state waiting for approval or denial - the student is counted as "in-process")

Valid religious exemptions are students that have religious exemptions that have been filed and approved by the NMDOH. (If a religious exemption is still with the state waiting for approval or denial - the student is counted as "in-process")

In-process are the students that are in a catch-up schedule, have a scheduled appointment to complete vaccination or submitted a religious or medical exemption and are waiting on the approval status from NMDOH.

Non-compliant are students that are missing vaccines, no appointment, or attempts to be vaccinated and no medical or religious documentation for exemption.