

Date

Dear Parent or Guardian,

The State of Alabama School Law, §16-30-4, requires all students entering public or private school to present an up-to-date Alabama Certificate of Immunization (COI), an Alabama Certificate of Religious Exemption, or an Alabama Certificate of Medical Exemption for specific vaccine-preventable diseases.

The Alabama Department of Public Health (ADPH) conducts an audit of student immunization records to ensure that children enrolled in school comply with Alabama Law. During the course of the audit, if a child is identified to need further vaccinations or an updated certificate, the school will be notified at the completion of the audit. No identifying information about the child is kept by the ADPH employee.

In addition, if the school discovers that your child has an expired COI you must take them to a healthcare provider to give them the vaccines required, but if no vaccines are needed, the school can print the up-to-date COI.

Thank you for your attention to this important matter.

Sincerely,

Principal's Name
School Name

The Family Educational Rights and Privacy Act mandates parental consent be obtained for persons not employed by this school to view the records of its students.

Name of Child: _____

Parent or Guardian: _____

Date: _____

Yes, I give ADPH permission to access to my child's COI on record.

No, I deny ADPH permission access to my child's COI on record.

No response is received from you, it is assumed ADPH has your permission to access your child's COI.