

Date

Dear Parent/Guardian of (Student Name),

We are in the process of reviewing *student immunization records* to ensure that all students at (school name) have been properly immunized to enter school according to WV State Law.

To this date we have not received a copy of your child's immunization records showing that he has been properly immunization to enter (grade or school).

Please contact your physician or health care provider and send a copy of your child's immunization records to the school by (date).

Feel free to contact me if you have any questions or concerns at (phone number).

Sincerely,

(Principal)