Dear [Name]:

A review of the school health file indicates your child does not have a record of immunizations and/or a physical examination.

Enclosed is a form used by the Salem School District. Please schedule an appointment with a registered physician to complete the necessary information and advise this office by telephone of the physician and the date. This office will verify the appointment and expect the necessary information within a day or two of that date.

Should you fail to comply with the requirement [name] will be excluded from school attendance no later than October 15.

The requirement for immunization may be waived for a medical reason if evidence presented by a registered physician states they will be detrimental to your child’s health or by the school board if they accept a written request for exemption because of religious reasons.

Your cooperation will be greatly appreciated.
Dear 

The school department has yet to receive evidence that (name) has received a physical examination or been immunized. You were notified at the time of registration the New Hampshire state law (RSA 200:38 & 39) requires all students to comply with these requirements.

Enclosed is the form used by the Salem School District to verify the necessary immunizations and physical examination. Please telephone this office with a scheduled appointment with a physician. The appointment will be verified and the necessary report expected within a day or two following the appointment.

Failure to take action with fifteen (15) days will cause (name) to be excluded from school at that time. If you have questions, please telephone me or the school nurse. Your cooperation is appreciated.
Dear :

You have been advised of the requirement of New Hampshire stat law (RSA 200:38 & 39) that a physical examination and certain immunizations listed by the State Public Health Agency are necessary to enter public school. As yet, requirements remain unfilled.

The requirement must be met to continue school attendance, therefore, your son/daughter, (name) is excluded from attending school as of Monday, (date).

You are encouraged to obtain the required immunization and/or physical examination immediately. Since a different school law exists (RSA 193:1) requiring school attendance, the conflict needs to be resolved quickly.

Please telephone the school nurse if you have questions.