August 24, 2023

[Name]

Parent of Student [name]

[Address]

Dear \_\_\_\_\_,

In accordance with the New York State Public Health Law, all students in New York City public schools must be up-to-date on required immunizations in order to attend school. As you have been informed, your child is missing required doses of several vaccines.

Students who are not up-to-date on immunizations were required to receive the first age-appropriate dose in each immunization series by September 7, 2023. In addition, by September 22, 2023, parents of such students were required to show that they had scheduled appointments for all required follow-up doses.

Because you have not provided documentation that your child has received the required immunizations, your child is not currently permitted to attend school. Accordingly, your child has been coded absent.

Please be further advised that under State law, you are required to ensure that your child is attending full-day instruction. If you are unable to provide documentation showing that your child has received the required immunizations, I encourage you to contact the DOE’s Office of Home Schooling at 917-339-1793 or [homeschool@schools.nyc.gov](mailto:homeschool@schools.nyc.gov).

Sincerely,

[Principal]