



North Carolina Department of Health and Human Services
Division of Public Health

Pat McCrory
Governor

Aldona Z. Wos, M.D.
Ambassador (Ret.)
Secretary DHHS

Laura Gerald, M.D., M.P.H.
State Health Director

April 1, 2013

MEMORANDUM

TO: NC School Superintendents
NC School Principals
Principals/Headmasters of Private and Religious Schools
NC School Nurses
Local Health Department Health Directors

FROM: Beth Rowe-West, RN, BSN, Head *BRW*
Immunization Branch

SUBJECT: Resources for Educating Parents about Immunization Requirements

The purpose of this memo is to announce the availability of resources to assist principals and school nurses in educating parents and staff at your school about the immunization requirements for kindergarten and 6th grade entry.

The Immunization Branch has developed materials including flyers, postcards, and posters that schools can use to educate parents and staff about immunization requirements. Enclosed with this memo is an order form which your school can use to request these materials free of charge.

In addition to the items on the order form, you can find additional resources on the Immunization Branch's website at <http://www.immunize.nc.gov/schools/resourcesforschools.htm>. Available at this website, you can find the following items:

- Sample Parent Letters - for parents of rising kindergarten and 6th grade students, available in English and Spanish
- Report Card Stuffers
- Sample PTA Newsletter Article, customizable
- Sample Press Release, customizable
- Sample Web Blurb – can be posted on the school's website, customizable

The website also contains resources to educate and assist staff in enforcing immunization requirements. These items include:

- Frequently Asked Questions flyer for school nurses
- What a Principal Needs to Know flyer
- Sample Non-Compliance Letter, available in English and Spanish, customizable

www.ncdhhs.gov • www.publichealth.nc.gov • www.immunize.nc.gov

Tel 919-707-5550 • Fax 919-870-4824

Location: 5601 Six Forks Road • Raleigh, NC 27609

Mailing Address: 1917 Mail Service Center • Raleigh, NC 27699-1917

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- Sample Suspension Letter, available in English and Spanish, customizable
- Sample Permission Form (for on-site immunization clinics), available in English and Spanish

Please feel free to download and print or order any items that you need. Questions regarding vaccination requirements should be addressed to your Regional Immunization Nurse, or the Immunization Branch Central Office at 919-707-5550.

CC: SMT
Regional Immunization Staff
WCH Nursing Consultants

CO Staff
Local Health Directors
Joy Reed

Joel Medley
Ann Nichols
Chena Flood