Instructions for completing the notification letter of non-compliance for New Mexico Childcare, Pre-School, and School Entry Immunization Requirements

The Non-Compliance Notification Letter can be used when a review of a student's immunization record indicates that the student is missing one or more immunizations required for school enrollment.

When using the letter:

1. Copy the template onto official school letterhead and include the appropriate school and/or district logos.
2. Ensure the date on the template is accurate
3. Select the applicable notice (ie. 1st Notice, 2nd Notice, etc.)
4. Clearly indicate which vaccine(s) the student needs to meet New Mexico school immunization requirements.
5. Enter the deadline (MM/DD/YYYY) by which the parent/guardian must provide an official immunization record **or** valid Certificate of Exemption
6. The letter must be signed by an administrative authority, which may include superintendent, principal, director, nurse, administrator, and/or designate to act official in matters involving school discipline or compliance.

After three notifications have been provided and the student remains out of compliance with school immunization requirements, the school must begin the disenrollment process in accordance with applicable requirements and school/district procedures.

Reminder: School staff should not complete or submit exemption forms on behalf of students. Parents or legal guardians are responsible for completing and submitting exemption documentation for their children in accordance with applicable requirements.

Definitions:

1. **Up to Date (UTD):** The student has received all required vaccine doses for Childcare, Pre-School, or School entry based on their age and grade level requirements.
2. **Valid Vaccine Exemption**: A valid Certificate of Vaccine Exemption has been submitted on behalf of the student and has been reviewed and approved by the New Mexico Department of Health (NMDOH) Immunization Program.
3. **In Process:** The student is actively working toward meeting immunization requirements. This status applies to students who:
    a. Are following an approved catch-up schedule;
    b. Have a scheduled healthcare appointment to receive required vaccines; or
    c. Have submitted a medical or religious Certificate of Vaccine Exemption that is pending review and approval by the NMDOH Immunization Program.
4. **Non-Compliant:** The student does not currently meet school immunization requirements. This status applies to students who:
    a. Are missing required vaccines and do not have a documented plan to complete vaccination;
    b. Do not have a scheduled appointment to receive required vaccines; or
    c. Have not provided a valid Certificate of Vaccine Exemption or other required documentation.