

August 12, 2026

Dear Parent/Guardian

☐ 1st Notice ☐ 2nd Notice ☐ 3rd Notice

Our records indicate that your child did not get required vaccinations to attend school. The immunization record we have on file for your child shows the following vaccinations missing:

- ☐ DTaP #1 ☐ Polio #1 ☐ Hep B #1 ☐ MenACWY #1
- ☐ DTaP #2 ☐ Polio #2 ☐ Hep B #2 ☐ MenACWY #2
- ☐ DTaP #3 ☐ Polio #3 ☐ Hep B #3 ☐ Varicella #1
- ☐ DTaP #4 ☐ Polio #4 ☐ Hep A #1 ☐ Varicella #2
- ☐ DTaP #5 ☐ MMR #1 ☐ Hep A #2
- ☐ Tdap #1 ☐ MMR #2
- ☐ Other: _____

New Mexico law requires that all students be immunized against certain vaccine-preventable diseases. The State’s official immunization requirements for schools and childcare facilities are released annually and can be accessed at [School & Daycare Immunization Requirements: 2026-2027](#)

The following state laws address required immunizations for school entry and the duties of New Mexico Schools:

- [NMSA 1978, 24-5-2](#) It is unlawful for any student to enroll in school unless he has been immunized, as required under the rules and regulations of the health services division [public health division] of the health and environment department [department of health], and can provide satisfactory evidence of such immunization. Provided that, if he produces satisfactory evidence of having begun the process of immunization, he may enroll and attend school as long as the immunization process is being accomplished in the prescribed manner. It is unlawful for any parent to refuse or neglect to have his child immunized, as required by this section, unless the child is properly exempted.
- [6.12.2.8E](#) NMAC Disenrollment: If satisfactory evidence of commencement or completion of immunization or an exemption from immunization in accordance with Subsections C and D of [6.12.2.8](#) NMAC is subsequently determined to be invalid for any reasons and the student is unable to provide either valid satisfactory evidence of commencement or completion of immunization or a valid exemption from immunization in accordance with Subsections C and D of [6.12.2.8](#) NMAC, the administrative authority shall commence disenrollment proceedings.
- [NMSA 1978,24-5-4](#) and [6.12.2.8\(F\)\(3\)](#) NMAC also states: It is the duty of each school superintendent, whether of a public, private or parochial school, to cause to be prepared a record showing the required immunization status of every child enrolled in or attending a school under his jurisdiction. These records must be kept current and available to the public health authorities. The name of any parent or guardian who neglects or refuses to permit his child to be immunized against diseases as required by rules and regulations promulgated hereunder shall be reported by the school superintendent to the director of the health services division of the health and environment department.

To meet the requirements, please submit an official immunization record or valid Certificate of Exemption by no later than MM/DD/YYYY. If your child has not met these requirements by MM/DD/YYYY, the school will begin the disenrollment process.

- An official immunization record can be obtained here: <https://vaxview.doh.nm.gov/> If you need assistance obtaining a vaccination record, contact our Help Desk at 833-882-6454 or nmsiis.access@doh.nm.gov
- A Certificate of Exemption from Immunization is allowed for medical or religious reasons in New Mexico. Statute [24-5-3](#) does not allow for philosophical or personal reasons. A complete, notarized and approved original form must be provided to the school by the parent/guardian. The process and form can be found here: <https://www.nmhealth.org/about/phd/idb/imp/siis/school/>

Linked below is a list of providers you may contact to schedule your child's immunizations. Your student's school nurse may be able to immunize your child(ren) at school. Please contact your school nursing staff so you can obtain a consent form to administer the vaccine(s) at school. Our goal is to keep all children in New Mexico safe from vaccine-preventable disease. Should you have any questions, you may contact [Enter School Contact Information](#).

Sincerely,

Signature of Administrative Authority

Click or tap here to enter text.

Documentation/Resources

[New Mexico Childcare/ Pre-School/ School Entry Immunization Requirements](#)

[New Mexico Public Health Office Locations](#)

[Record of Vaccine Declination](#)

"Administrative authority" means the school district superintendent, the head administrator of a state-chartered charter school, a principal, or their delegate to act officially in a matter involving school discipline or the maintenance of order. The term may include school security officers, but only to the extent of their authority as established under written local school board policies.