



NEW YORK CITY DEPARTMENT OF
HEALTH AND MENTAL HYGIENE
Thomas Farley, M.D., M.P.H.
Commissioner

Jane R. Zucker, MD, MSc
Assistant Commissioner
zucker@health.nyc.gov

Bureau of Immunization
42-09 28th Street, CN21
Queens, NY 11101

First Warning Letter

November 8, 2012

Dear Principal:

As the 2012-2013 school year resumes, I wanted to provide you with an update on our progress towards achieving this year's goal of assuring that at least 98.8% of New York City's school children are appropriately immunized. New York State Public Health Law (PHL) §2164 mandates that all children, with the exception of those with a valid medical or religious exemption, meet the immunization requirements in order to attend school. As of November 8, 2012, 94.96% of New York City public school children are completely immunized based on the current requirements. This is the highest compliance level we have ever reached this early in the school year.

We recognize that Hurricane Sandy has caused significant disruption for some schools and this may affect your compliance activities. Further, the hurricane has also affected your students, their families, as well as their medical providers posing further challenges. If you need additional time or help to bring your students into compliance, please let us know. However, we want to remind you that principals need to continue to be proactive in monitoring and enforcing their school immunization requirements.

For schools that have not yet come into compliance with PHL §2164, this letter will serve as a "First Warning Letter". Please use receipt of this letter as an opportunity to review your school's progress in achieving 98.8% compliance. You can review your school's status via the Automate the Schools (ATS) data system. If you or your staff is having difficulty obtaining students immunization records, you should make use of the Citywide Immunization Registry (CIR). The CIR is a useful tool that can assist you in quickly determining a student's immunization status. Questions on using the CIR can be direct to (347) 396-2400.

School immunization data will be reviewed again on December 10, 2012. At that time principals of those schools failing to demonstrate significant progress toward the 98.8% goal will receive a "Second Warning Letter", an indication that they are in violation of New York State Law.

As a reminder, school principals are accountable for their school's compliance with PHL §2164, including excluding students who are not in compliance and informing the parents/guardians of these children that they cannot return to school unless vaccinated; a template exclusion letter is available at http://schools.nyc.gov/NR/rdonlyres/0A086856-866D-42AB-9437-88B3F8DB2719/0/SH_89_Warning_Exclusion_Rev0912.pdf. Parents of students who are without a medical provider can call 311 for a referral to a clinic that provides immunization. Parents can also call 311 to obtain a copy of their child's immunization record.

Our office is ready to provide you with technical support and advice to help you come into compliance. If you have any questions, please call our Program Support Unit at (347) 396-2433. Thank you for your cooperation.

Sincerely,

Jane R. Zucker, MD, MSc
Assistant Commissioner

cc: Roger Platt, MD, Assistant Commissioner, School Health, NYCDOHMH
Kevin Moran, Executive Director, Office of School Support, DOE
Julia Sykes, Health Service Coordinator, DOE