FORM F-5 **Template 5** · **How to use**

Template 5: Cover Letter for an Education or Provider Step

For states in which the exemption process includes an education module, an education session or video, a health department appointment, or a provider's signature: Colorado, Illinois, Michigan, Mississippi, Oregon and Utah.

States in Category 5: Colorado, Illinois, Michigan, Mississippi, Oregon, Utah.

Instructions

1. Complete the state's required step (online module, health department session, video or provider visit). Keep the certificate or confirmation.
2. Get the official form from the state or county health department.
3. Attach the certificate of completion or the provider's signed documentation.

Notes for Use in Specific States

- **Colorado:** the module or the provider signature is part of the Certificate of Nonmedical Exemption; it expires June 30 each year.
- **Illinois:** the health care provider who examined the child must co-sign the certificate. The provider's signature reflects only that education was provided; it is not an endorsement.
- **Michigan:** the county health department certifies the waiver after an education session.
- **Mississippi:** you must make an appointment with the county health department (855-767-0170), watch the video, and obtain Form 122 from the State Epidemiologist each year.
- **Oregon:** the module or practitioner documentation must be within the past 12 months. No notary is required.
- **Utah:** the default route is the free online module; the in-person route may carry a fee of up to $25.

Next: the fill-in sheet (Form F-5) and then the letter follow on the next pages.

> **BEFORE YOU FILE**
>
> Check your state first. Confirm the current form, deadline and filing office with your state or county health department before filing.
>
> In most states this template accompanies an official form and does not replace it. Use your state's current official form wherever one exists, and do not alter it.
>
> Fill in the sheet, print the letter, sign it in ink, keep a copy, and ask for written confirmation that it was received.

FORM F-5 Template 5 · Fill-in sheet

Your answers appear in the letter on the next page automatically.

Complete the fields, then print, sign and file the letter with the documents your state requires.

Fields

Parent/Guardian Name	
Address	
City, State, ZIP Code	
Email Address	
Phone Number	
Date	
School Name	
School Address	
Child’s Full Name	
School Official’s Name	
City, State	
State statute or rule (from your state’s entry)	
Education step completed, and date	
Provider signature obtained, and date	

Signature: Date:

FORM F-5 **Template 5 · Letter**

To: **Subject: Immunization Exemption Documentation for**

Dear ,

I am the parent/legal guardian of , who is enrolled at in .

Under , I am submitting my child's exemption documentation. I have completed the steps the state requires:

-
-
- Submitted the official state exemption form, attached.

Please confirm receipt in writing. I can be reached at or if you need anything further.

Sincerely,

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