

**MEASLES NOTIFICATION LETTER TEMPLATE FOR PRINCIPALS
TO REQUEST ASSISTANCE IN PREVENTING A MEASLES OUTBREAK AT THE SCHOOL**

[Date]

Dear Principal:

An outbreak of measles is occurring in *[neighborhood, community, town, etc.]*. *[Number]* cases were in unvaccinated persons ranging in age from *[age]* to *[age]*, including *[number]* school-aged children. Measles is highly contagious. To prevent the spread of infection, it is critical that you ensure that students have the age-appropriate number of doses of measles, mumps, rubella (MMR) vaccine or other evidence of immunity to measles. We request your assistance in helping to avoid a measles outbreak at your school. It is important that your school carry out the following recommendations:

- Review immunization records of all your students and make sure that all children are in compliance with state immunization requirements (1 dose of MMR for daycare students aged ≥12 months and pre-K students, and 2 doses of MMR vaccine for students in grades K through 12), unless they have other presumptive evidence of measles immunity which includes laboratory evidence of immunity or laboratory confirmation of disease.
- In accordance with public health law, if a student(s) in your school develops measles, all students in your school who are not in compliance with the MMR requirements, even if they have a medical or religious exemption, should be offered a dose of MMR vaccine. If they receive it within 72 hours after their initial exposure to the case-patient, they may remain in school. Otherwise, they must be excluded from school through 21 days after their most recent exposure to an infectious individual.
- If you learn of any students with measles in your school, immediately contact the *[name of local health department]* at *[phone number]* so that we can ensure that control measures are implemented.

If a case of measles occurs in your school, the “[LETTER TEMPLATE TO INFORM PARENTS THAT A MEASLES CASE HAS BEEN IDENTIFIED AT THEIR CHILD’S SCHOOL](#)” can be modified and shared with students and their families. Your help ensuring that students are vaccinated and that proper outbreak control measures are taken is critical in preventing the spread of measles.

Please contact us with any questions. Thank you for your cooperation.

Sincerely,

[Health Officer’s Name]

[Name of County] Health Officer