

Students

MOUNT PLEASANT COTTAGE SCHOOL UNION FREE SCHOOL DISTRICT**SUBJECT: SCHOOL DISTRICT PROCEDURE FOR IMPLEMENTING REQUESTS FOR RELIGIOUS EXEMPTION TO IMMUNIZATION**

<u>Responsibility</u>	<u>Action</u>
School Nurse or Building Principal's Designee	1) a. Upon request, issues to parent/ guardian the <i>Request for Religious Exemption to Immunization Form - Parent/Guardian Statement</i> . A form for this use may be found at website: http://www.p12.nysed.gov/sss/schoolhealth/schoolhealthservices/modelreligiousexemptionformmarch10.pdf b. Provides parent/guardian with Centers for Disease Control/NYS Department of Health informational immunization materials. c. Provides guidance, if requested, for the above form's completion. (The parent/guardian is encouraged to meet with the school nurse or Building Principal's designee for this purpose; however, a meeting is not required.)
Parent/Guardian	2) Returns signed and notarized form to the school nurse or Building Principal's designee.
Building Principal	3) a. Reviews each request for a religious exemption to immunization. b. If, after review of the parental/guardian statement, questions remain about the existence of a sincerely held religious belief, pursuant to Department of Health Regulation 10 NYCRR Section 66-1.3(d), may request supporting documents such as:

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SUBJECT: SCHOOL DISTRICT PROCEDURE FOR IMPLEMENTING REQUESTS FOR RELIGIOUS EXEMPTION TO IMMUNIZATION (Cont'd.)ResponsibilityAction

Building Principal (Cont'd.)

- (1) A letter from an authorized representative of the church, temple, religious institution, etc. attended by the parent/guardian; literature from the church, temple, religious institution, etc. explaining doctrine/beliefs that prohibit immunization. (Note: Parents/guardians need not necessarily be a member of an organized religion or religious institution to obtain a religious exemption.);
- (2) Other writings or sources upon which the parent/guardian relied in formulating religious beliefs that prohibit immunization;
- (3) A copy of any parental/guardian statements to healthcare providers or school district officials in a district of prior residence explaining the religious basis for refusing immunization;
- (4) Any documents or other information the parent/guardian may be willing to provide that reflect a sincerely held religious objection to immunization (for example: disclosure of whether the parent/guardian or other children have been immunized, parent/guardian's current position on allowing himself/herself or his/her children to receive or refuse other kinds of medical treatment).

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SUBJECT: SCHOOL DISTRICT PROCEDURE FOR IMPLEMENTING REQUESTS FOR RELIGIOUS EXEMPTION TO IMMUNIZATION (Cont'd.)

<u>Responsibility</u>	<u>Action</u>
Parent/Guardian	4) May request a meeting with the Building Principal in order to provide further information about his/her sincerely held religious beliefs.
Building Principal	5) Informs the parent/guardian in writing regarding the approval or denial of the exemption request with copies to the school nurse or Principal's designee and the School Superintendent. If the request is denied, the parent/guardian notification letter must include the specific reason(s) for denial.
Parent/Guardian	6) If a request for a religious exemption is denied, may appeal the denial to the Commissioner of Education within thirty (30) days of the decision, pursuant to Education Law Section 310.