January 28, 2021

Dear ,

There are some state regulations that independent schools have to comply with on an annual basis. I want to make you aware of one of those situations.

The Alabama Department of Public Health (ADPH) has the prerogative to conduct an annual on-site audit of student immunization records. The Family Educational Rights and Privacy Act requires that parental consent must be obtained for individuals not employed by Springwood School to view the records of its students.

We need to confirm your permission for your child’s records to be reviewed. If you do not wish your child’s record to be evaluated by ADPH, please print and sign this letter and return it to the school by January 28, 2021. Forms can be returned by email to [headofschool@springwoodschool.com](mailto:headofschool@springwoodschool.com) or faxed to 334-644-2194. If we do not receive a response from you that means that you approve of the ADPH auditing the immunization records of your child.

Thanks so much for your attention to this request and, as always, we appreciate you, and that you have chosen Springwood School as your school of choice.

Lowrie B. McCown

Head of School

