** [DATE]**

**[NAME OF DIRECTOR]**

**[CHILD-CARE FACILITY NAME]**

**[ADDRESS]**

**[CITY, STATE, ZIP]**

Dear **[NAME OF DIRECTOR]**,

ImmTrac2, the Texas Immunization Registry, is a no-cost, confidential and secure database offered by the Texas Department of State Health Services (DSHS) to all Texans. Access is for authorized users only. Immunization records from multiple sources are consolidated and stored electronically into one centralized system. The registry is in place to help increase vaccine coverage across Texas.

Parents must give written consent for their children to participate in the registry by Texas Law. Authorized users are able to view the immunization records, print out an Official Immunization Record or Immunizations Needed report for children in their care. At the website, authorized users may print out consent forms for parents that are interested in having their child’s record included in the database.

Daycares, schools and health care providers may obtain access to immunization records by registering as an authorized organization. Per our telephone conversation, you are not currently enrolled as an authorized user with ImmTrac2, the Texas Immunization Registry. Registration is available at: [**https://immtrac.dshs.texas.gov/**](https://imtrac.dshs.texas.gov/) After you register, an ID and temporary password will be sent to you via email in 1-2 weeks.

If you have any ImmTrac2 questions, need help registering or navigating the website, please contact:

 **[AUDITOR/PROGRAM MANAGER]**

 **[TITLE] [PHR/LHD]**

 **[PHONE NUMBER]**

 **[EMAIL ADDRESS]**

**[CHILD-CARE FACILITY NAME]** will be audited for compliance with the Texas State Minimum Immunization Requirements on **[DATE]**. Please contact me, if you have any questions regarding the immunization audit.

Sincerely,

**[NAME]**