



# Illinois State Board of Education

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**Darren Reisberg**  
*Chair of the Board*

**Dr. Carmen I. Ayala**  
*State Superintendent of Education*

July 21, 2021

Dear District and School Leaders:

Re: School-Based COVID-19 Vaccine Clinics

Thank you for interest to promote and host an on-site, COVID-19 vaccination clinic for your students and their families on or near school premises. As you know, the Illinois State Board of Education and the Illinois Department of Public Health are working together to help facilitate COVID-19 vaccination for eligible school-age youth. The Pfizer vaccine is currently approved for individuals 12 years and older. As we vaccinate students, our schools and communities will continue to become safer, and our schools will be able to return to more normal operations.

To consider vaccination, many families will require information and encouragement from community leaders and organizations they know and trust. They will be more likely to be vaccinated if the vaccine clinic is easily accessible and in a familiar location. **The Illinois Department of Public Health will work with your District to arrange the clinic and will be responsible for conducting the immunizations and bringing all necessary supplies.**

Please [click this link](#) to register your school or school district to host an event. You can indicate the best date, time, and location for your clinic and the number of people you estimate will register or walk up. Please submit this form at your earliest convenience.

**To help your District prepare for promoting and hosting the event, we will send a toolkit with the following items:**

- An educational piece on how to promote the vaccine to youth and families;
- Frequently Asked Questions and Answers on COVID-19 Vaccination for Young People;
- A draft letter to parents and guardians that the District can customize and distribute; along with along with a flyer
- Additional items schools may request to support their efforts

A site coordinator working with Illinois Department of Public Health (IDPH) will be in touch with you after we receive your completed electronic form within 48-72 hours. IDPH Schools/Youth Vaccine Lead Ms. Cody McSellers-McCray can be reached at 773-858-4826 or at [cody.mcsellers-mccray@illinois.gov](mailto:cody.mcsellers-mccray@illinois.gov) should you have any questions.

We very much look forward to working with you on this important initiative. Thank you for your ongoing efforts to protect students and their families.

We appreciate you doing your part to keep schools and communities safe.