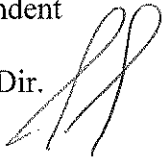




**PUBLIC HEALTH DEPARTMENT**  
Community Development Division

**MEMORANDUM**

To: Christopher Hottel, Superintendent  
From: Susan Sawyer, Public Health Dir.   
Cc: Mark Rees, Town Manager  
Dr. Thomas Trowbridge, Board of Health Chairman

Date: December 8, 2009

Dear Superintendent Hottel,

The North Andover Health Department believes we have now received enough of the H1N1 FluMist® vaccine to address the needs of the remaining students of the North Andover Schools. We are requesting the school department notify the parents of children in the Elementary Schools and the High School and begin the coordination of the vaccination clinics.

Please note that the Health Department has recently been notified of the MA Health Insurance provider's commitment to allow filing for reimbursement costs related to the H1N1 vaccination. For the Town of North Andover to take advantage of the funds available, we are now asking parents to provide their child's insurance information. This is for reimbursement only. There is no cost to the families for this vaccination at any time.

To date the vaccination clinics have been a great success thanks to the coordination of the school and municipal public health personnel. Thank you for your continued cooperation and support in this matter of Public Health.