



# **Immunization Requirement Enforcement and Maintenance Plan 2025- 2026: A Communication Guide for School Boards**

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WINDSOR-ESSEX COUNTY  
HEALTH UNIT

January 2026



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## Background

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### ***Immunization of School Pupils Act (ISPA)***

Vaccines are the safest and most efficient way to guard against communicable diseases and prevent outbreaks. [The Immunization of School Pupils Act](#) (ISPA) R.S.O. 1990 requires that specified vaccines be received by a child to attend school (JK to Grade 12) in Ontario. Under the ISPA, students must be immunized against measles, mumps, rubella, diphtheria, pertussis, tetanus, meningococcal, varicella and polio, or have a valid Medical, Conscience or Religious Belief exemption on file with their local Public Health Unit (PHU).

PHUs are responsible for documenting and reviewing the immunization records of children attending school to ensure they are up to date. PHU staff do this by working with local school staff, health care providers, and families. Every school year, the Windsor Essex County Health Unit (WECHU) reviews the immunization information on file for elementary and secondary school students in our region. Families of students found to have incomplete immunization information are contacted. Together, this work helps keep children and the public protected from vaccine-preventable illnesses and helps PHU staff prevent and manage disease outbreaks in our community.

Primary care providers are a vital source of vaccinations for children; however, they are not required to report immunizations they have administered to their local public health unit. Based on the ISPA, parents/legal guardians of school age children are required to report immunizations to their local PHU.

### ***Current Outstanding ISPA Immunization Data***

As of November 12, 2025, there are over 8,500 students attending schools in Windsor and Essex County that are either overdue for one or more of the ISPA required vaccines, or updated immunization information has not yet been submitted to the WECHU. A student immunization notice was generated for every student in the birth cohort years between 2008 and 2021 (elementary/secondary) with incomplete immunization information in the provincial database.

## Catch-up Immunization Clinics

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The WECHU is hosting catch-up immunization clinics for eligible students from December 2025 to March 2026 to service families with children born between 2008 and 2021; with a priority given to families that do not have a primary health care provider. Families will be able to book an appointment at either the WECHU's Windsor (1005 Ouellette Ave.) or Leamington office (33 Princess St.). Parents/legal guardians can book an appointment for their child either by phone at 519-258-2146 ext. 1222 or online at [wechu.org/getimmunized](https://wechu.org/getimmunized).

## Voiceemail or E-mail Scripts

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The following communications can be shared with families through email, as a pre-recorded phone message (e.g., Synervoice), or used as a school or board office on-hold message. Feel free to adapt the script to meet your needs.

Good morning / afternoon,

This message is for families of students in junior kindergarten to grade 12. The Windsor-Essex County Health Unit (WECHU) has sent out immunization notices to students with incomplete immunization records. Please note, the WECHU is asking that you take action to avoid unnecessary time away from school.

If your child has received a recent immunization as part of the routine immunizations required to attend school, please make sure to update their records online at [i-m-m-u-n-e-dot-w-e-c-h-u-dot-o-r-g](http://i-m-m-u-n-e-dot-w-e-c-h-u-dot-o-r-g).

The health unit is hosting immunization clinics at its Windsor and Leamington offices for families who are unable to access missing vaccines through a community health care provider. To book an appointment, visit [w-e-c-h-u-dot-o-r-g-forward slash-g-e-t-i-m-m-u-n-i-z-e-d](http://w-e-c-h-u-dot-o-r-g-forward-slash-g-e-t-i-m-m-u-n-i-z-e-d) or call 519-258-2146 extension 1222.

Thank you for your continued efforts in keeping our school community healthy and safe!

Good morning / afternoon,

Parents and families are reminded to update their child's immunization records. Updating student records is easy and only takes a few minutes. Parents and legal guardians might need to find this information when a child needs emergency treatment or when they register their child for summer camp or other children's programs. Students may also need immunization information when applying to summer jobs or post-secondary school programs.

Immunization information may be needed for travel to another country. Updating your child's immunization records with the Windsor-Essex County Health Unit ensures the information is current and keeps it all in one spot.

There are many ways to update your child's immunization records with the health unit. You can update records securely online at [i-m-m-u-n-e-dot-w-e-c-h-u-dot-o-r-g](http://i-m-m-u-n-e-dot-w-e-c-h-u-dot-o-r-g). You will need your child's health card number and a copy of their recent immunization record (which may be noted on a yellow card). The immunization records submitted through this website will be

reviewed to assess requirements for attending school as outlined in Immunization of Schools Pupil Act, 1990 (ISPA). Families can also contact the health unit at 519-258-2146 extension 1222 or visit one of their offices in person to report immunizations.

## Social Media Posts

If your school or parent council group have a social media presence or other methods of communication, consider sharing the following generic messages. The WECHU will be sharing weekly posts on its social media channels from November 2025 to April 2026. Please boost WECHU's posts by liking or re-sharing messages to expand the reach.

FYI - Parents/Legal Guardians are responsible for updating @TheWECHU every time their child receives immunizations given by their health care provider. The health care provider does not report these to the Health Unit. You can report [online](#) or call 519-258-2146 ext. 1222.

Has your child received an immunization from their health care provider recently? Remember to notify @TheWECHU by updating your child's immunization records [online](#) or by calling 519-258-2146 ext. 1222. The health care provider is not required to report these to the Health Unit.

Attention Parents/Legal Guardians! Is your child's immunization record up-to-date? If your child received an immunization from a health care provider, @TheWECHU needs to be notified. It's quick and easy to do [online](#) or by calling 519-258-2146 ext. 1222.

## Web Content

If your school has a website and/or a page dedicated to immunization, consider posting the following content. Alternatively, feel free to direct clients to the WECHU's website at [www.wechu.org/your-health/immunization](http://www.wechu.org/your-health/immunization).

### ISPA Vaccine Eligibility and Appointment Booking

#### Student Immunization Catch-up Clinics

The Windsor-Essex County Health Unit (WECHU) hosts catch-up immunization clinics for eligible students.

#### Booking an Appointment

Immunization appointments are at the WECHU's Windsor office (1005 Ouellette Ave) or the Leamington office (33 Princess St.). Appointments are required and can be booked online at [wechu.org/getimmunized](http://wechu.org/getimmunized) or by phone at 519-258-2146 ext. 1222.

To book an appointment online, you will need:

- Your contact information;
- A phone number; and
- An email address (optional- if you would like email confirmation and reminders).

### Updating Immunization Records

If the student has already received their missing immunizations or has updated immunization documents (e.g., vaccine record, medical/conscience or religious belief exemption forms), please submit this information to the WECHU. To avoid further notices, it is important to report this information to ensure their permanent immunization record kept by the Health Unit is up to date. Immunizations given by health care providers are not automatically in the system unless reported.

Ways to Obtain/Report Updated Immunization Information to The WECHU	
Secure Online Reporting	<a href="https://immune.wechu.org">immune.wechu.org</a>
Phone	519-258-2146 ext. 1222
Fax	519-258-7288
In Person	Windsor: 1005 Ouellette Ave Leamington: 33 Princess St

If you have any questions or concerns, contact the WECHU at 519-258-2146 ext. 1222 or via e-mail at [imms@wechu.org](mailto:imms@wechu.org).

## Frequently Asked Questions

Will update with content from [IMMS - Correspondence - ISPA FAQ for Families \(ENG\)](#) (11/4/2025) once finalized



WINDSOR-ESSEX COUNTY  
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519-258-2146

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