

1005 Ouellette Avenue, Windsor, ON N9A 4J8 | 33 Princess Street, Leamington, ON N8H 5C5

## Immunization Of School Pupils Act (ISPA): Frequently Asked Questions for Families

### 1. Why does the Health Unit review student immunization records?

- By law, the [Immunization of School Pupils Act](#) (ISPA) R.S.O.1990 requires public health units in Ontario to maintain and review immunization records (also known as vaccine records) for every student in elementary and secondary school in their region.
- To protect community health and well-being, public health units are also required to enforce the ISPA for students who have incomplete vaccine records, which involves contacting parents/legal guardians and suspension from school.

### 2. Why did my child receive an “Immunization Notice”?

Your child’s vaccine record on file with the Windsor-Essex County Health Unit (WECHU) is missing information.

There are different possible reasons for this:

- Your child is missing one or more mandatory vaccines as per the ISPA.
- Your child is up to date on required vaccines BUT the information has not been reported to the WECHU. Please note that parents/legal guardians must report vaccine information to their local Health Unit. [Health care providers and schools are not required to do this.](#)
- Your child received vaccine(s) that may not meet the requirements of the ISPA or [Publicly Funded Immunization Schedule for Ontario](#) (e.g., the vaccine was given too early).
- Your child does not have a valid exemption on file if they are unable to receive vaccine(s) for medical or conscience/religious reasons.

### 3. My health care provider vaccinated my child. Don’t they send the information to the Health Unit?

- If your child received vaccine(s) from their health care provider, it is not automatically sent to the WECHU. Health care providers are not required to report this information.
- Parents/guardians are responsible for reporting their child’s vaccine information to the WECHU.
- You may request for your health care provider to send updated vaccine records to the WECHU (e.g., by fax), if they are willing.

### 4. My family doesn’t have a health care provider. What do I do?

- If your child is missing required vaccines, you can book an appointment with the WECHU at [www.wechu.org/getimmunized](http://www.wechu.org/getimmunized) or call 519-258-2146, ext. 1222.
- Many local walk-in clinics also provide routine vaccines.
- You can visit the WECHU’s website at [www.wechu.org/your-health/find-doctor](http://www.wechu.org/your-health/find-doctor) for information about finding a health care provider.

**5. What if I choose not to vaccinate my child?**

- You must have a valid *Conscience or Religious Belief Exemption* or *Medical Exemption* on file at the WECHU.
- Visit our website to learn about exemptions at [www.wechu.org/your-health/immunization](http://www.wechu.org/your-health/immunization) or contact the WECHU at 519-258-2146, ext. 1222.

**6. What if my child has an exemption?**

- Your child should not have received an Immunization Notice or Suspension Order if you have a valid exemption on file with the WECHU.
- Please contact the WECHU at 519-258-2146, ext. 1222 to verify your child's records.

**7. What happens if I do not provide the required information to the Health Unit?**

- Students who do not have up-to-date records with the WECHU by the deadline listed in the Immunization Notice will receive a Suspension Order and will be at risk for suspension from school for up to 20 days.
- Suspended students can return to school once their vaccine information is updated with the WECHU.

**8. How do I report my child's vaccines?**

You can report your child's vaccine information to the WECHU using the following ways:

<b>Online</b>	<a href="http://immune.wechu.org">immune.wechu.org</a> <i>Please attach photo proof with your submission.</i>
<b>Phone</b>	<b>519-258-2146, ext. 1222</b> <i>Please provide name, date, and lot # of vaccine(s).</i>
<b>Fax</b>	<b>519-258-7288</b>
<b>In Person</b>	<b>Windsor Office:</b> 1005 Ouellette Ave.  <b>Leamington Office:</b> 33 Princess St.

**9. What if my child's record is in another language?**

If your child has a vaccine record in a language other than English or French, please have the record translated and bring the translated record to the WECHU. Here are some services that may help:

- Multicultural Council (MCC) of Windsor-Essex translates vaccine records for a cost. For more information, visit [themcc.com](http://themcc.com) or call 519-255-1127.
- New Canadians' Centre for Excellence (NCCE) translates vaccine records for free. For more information, visit [ncceinc.org](http://ncceinc.org) or call 519-258-4076.
- VON Immigrant Health Clinic translates vaccine records for free that are in Latin letters or Arabic languages. For more information, visit [von.ca](http://von.ca) or call 519-916-4370.

If have questions, contact [imms@wechu.org](mailto:imms@wechu.org) or 519-258-2146 extension 1222. For more information about immunizations, visit [www.wechu.org/your-health/immunization](http://www.wechu.org/your-health/immunization).