



Immunization of School Pupils Act (ISPA) Vaccination Enforcement 2023-2024: Communications for Schools to Use and Share

WINDSOR-ESSEX COUNTY
HEALTH UNIT

January 24, 2024



This document includes resources and prepared messages that elementary schools can use to communicate the ISPA-based vaccination enforcement plans for elementary students in the 2023-2024 school year. Schools may also choose to send out these messages directly to families that have received a suspension notice. The Health Unit will be sharing a list of students facing suspension with principals for each school closer to the deadline.

Note timelines outlined are recommended but schools may choose to share communications whenever they see fit.

Resource Website for School Administrators

Visit the Windsor-Essex County Health Unit's School Administrators webpage <https://wechu.org/suspension> for resources that can be shared with school staff and families.

Voicemail or Email Scripts

The following is recommended for use as an email template, pre-recorded phone message/Synervoice, and on-hold message at the school or the board office.

Good morning / afternoon,

If your child has received a suspension order by mail, they are either missing a vaccine required to attend school in Ontario and/or their immunization record needs to be updated with the Windsor-Essex County Health Unit.

Parents/guardians should report any vaccines their child receives from their health care provider to the Health Unit either online at immune.wechu.org, or by calling 519-960-0231, ext. 1222. If you have questions about your child's immunizations, contact your health care provider or the Health Unit.

The deadline for families to submit student immunization records to the Health Unit is Wednesday, February 28, 2024 at 6 pm. Any students with incomplete immunization records after the deadline will be suspended on Friday, March 1st.

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

Social Media Posts

If your school or parent council group have a social media presence or other method of communication, consider sharing the following generic messages. Alternatively, the WECHU will continue to share weekly posts in English only, on its social media channels on [Facebook](#), [Instagram](#), and [X](#) (formerly known as Twitter) until March 2024. You may choose to engage with WECHU’s posts by liking or re-sharing its messages to expand the reach.

Messages for...	Facebook/Instagram Post	X Post
the week of January 29, 2024	The WECHU has sent suspension orders to elementary students whose immunization records are incomplete. These vaccines are required to attend school. Records must be updated by 6 PM on February 28 th . Students with incomplete immunization records will be suspended from school starting March 1 st . Visit wechu.org for more information.	Suspension orders were mailed to elementary students with incomplete immunization records. These vaccines are required for school. Deadline to report records is 6 PM on March 1 st or students will be suspended from school on March 1 st . Visit wechu.org for more information.
the week of February 5, 2024	Time is running out! Parents of elementary students – avoid your child’s school suspension on March 1 st by calling your health care provider to book your child’s immunization appt and/or update those records today! Report your child’s immunization information to @TheWECHU. Visit immune.wechu.org to review and/or update your child’s immunization details.	Time is running out! Parents/guardians – call your child’s health care provider to book their immunizations and remember to report their records to @TheWECHU. Visit immune.wechu.org to review and/or update your child’s immunization details.

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 wechu.org/your-health/immunization/immunization-requirements-school.

ISPA Vaccine Eligibility and Appointment Booking

The Windsor-Essex County Health Unit (WECHU) is hosting a series of catch-up immunization clinics for students at our Windsor Office (1005 Ouellette Ave., Windsor) and Leamington office (33 Princess St., Leamington).

The WECHU is hosting catch-up immunization clinics for eligible students. Please note, routine immunizations are available through health care providers and some walk-in clinics. Families who have a health care provider are strongly encouraged to contact their office to make sure their child's immunizations are up to date. Don't forget to [provide updated immunization information](#) to the WECHU.

Booking an Appointment

Limited appointments are available and can be booked online at wechu.org/getimmunized. Families booking appointments for more than 1 child or who need language support at their appointment can call 519-960-0231, ext. 1222.

To book an appointment online, you will need:

- Your contact information
- A phone number; and
- An email address.

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. It is important to report this information to ensure your child's permanent immunization record kept by the Health Unit is up to date.

Ways to Obtain/Report Updated Immunization Information to the WECHU	
Secure Online Reporting	immune.wechu.org
Phone	519-960-0231, ext. 1222 1-800-265-5822 ext. 1222 (toll-free)
Fax	519-258-7288

If you have any questions or concerns, you may contact the WECHU at 519-960-0231, ext. 1222 or via e-mail at cs@wechu.org.



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