



# Immunization of School Pupils Act (ISPA) Vaccination 2023-2024: Preparation for Suspension

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WINDSOR-ESSEX COUNTY  
HEALTH UNIT

February 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. Messaging and information to prepare for the March 1, 2024 suspension day is also included (see suspension day notes below). Schools may also choose to send out these messages directly to families that have received a suspension notice and/or to those families with children suspended from school on March 1, 2024.

## Please Note

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- 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 prior to, and on, suspension day. School Administrators are encouraged to visit the site for resources to help prepare for suspension day.
- WECHU is hosting School Suspension Prevention Immunization Clinics and prioritizing elementary students who have received a suspension order from the WECHU until February 28, 2024. Clinics are being held at the WECHU’s Windsor and Leamington Offices.
- Families are encouraged to book appointment with their health care provider. If that is not possible, families can book an appointment at the WECHU, by visiting [www.wechu.org/getimmunized](http://www.wechu.org/getimmunized).
- There will be no clinics on Thursday, February 29, 2024.
- Encourage families to visit [www.wechu.org/your-health/immunization/suspension](http://www.wechu.org/your-health/immunization/suspension) for more information on the suspension process.
- Families have until 6 pm on Wednesday, February 28, 2024 to provide updated immunization records to the WECHU. Immunization records can be submitted to the WECHU by:
  1. Visiting: [immune.wechu.org](http://immune.wechu.org)
  2. Faxing: 519-258-7288
  3. Calling: 519-960-0231 ext. 1222 or 1-800-265-5822 ext. 1222 (toll-free)
  4. Visiting: one of our offices - Windsor: 1005 Ouellette Avenue or Leamington 33 Princess Street

## Suspension Day Process Notes

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- Suspension day is Friday, March 1, 2024. The last day of suspension for elementary school students is April 8, 2024.
- School administrators will have their lists of suspended students by start of school day March 1, 2024.
- Suspended students are not permitted to attend school until their immunization record is updated with the WECHU.
- Starting March 1, 2024, when suspension is in effect – parents/guardians cannot update vaccination records over the phone, they must bring the immunization record to the health

unit, have their child's Health Care Provider fax their child's record to the WECHU or update the record online at [immune.wechu.org](https://immune.wechu.org) (must upload proof of immunization).

- Once the student's immunization record is updated, the WECHU withdraws the suspension order. The student's name will automatically be removed from the suspension list for the following day.
- To attend school on the same day, families must go to the WECHU to receive a note to be admitted to school.
- The WECHU is hosting suspension walk in clinics – starting on Friday, March 1, 2024, from 8:45 am to 3:30 pm. Appointments are not needed. Depending on the volume of students at these clinics, the WECHU may stop taking students earlier than our posted operational hours.
  - Clinic dates and times may change. Families are encouraged to visit [www.wechu.org/getimmunized](https://www.wechu.org/getimmunized) for more information.
- The WECHU will issue a media statement about the number of elementary students suspended and what parents/guardians need to do to get their child back to school. Visit the [WECHU newsroom](#) site for more information.

## **Voicemail or Email Scripts**

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

### **For use prior to February 28 @ 6 pm**

Good morning / afternoon,

If your child has received a suspension order by mail, you are reminded to make sure they're up to date on their vaccines based on the requirements to attend school in Ontario.

Families should book immunization appointments with their health care provider and notify the Windsor-Essex County Health Unit (WECHU) of their appointment. Report vaccines received from a health care provider to the WECHU at [immune.wechu.org](https://immune.wechu.org).

The Windsor-Essex County Health Unit (WECHU) is hosting immunization clinics and prioritizing elementary students who have received a suspension order from the WECHU. For more information or clinic hours, to book an appointment, visit [wechu.org/getimmunized](https://wechu.org/getimmunized) or call the WECHU at 519-960-0231, ext. 1222.

Students with incomplete immunization records as of Wednesday, February 28, 2024, at 6 pm will be suspended on Friday, March 1, 2024.

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

For use March 1, 2024 or later

Good morning / afternoon,

The Windsor-Essex County Health Unit (WECHU) is hosting immunization clinics for elementary students who have been suspended from school due to incomplete immunization records. For more information or clinic hours, visit [wechu.org/getimmunized](https://wechu.org/getimmunized) or call the WECHU at 519-960-0231, ext. 1222.

If a health care provider has records of these immunizations, you can contact their office and request immunization information be faxed to the WECHU. Otherwise, submit this information to the WECHU by:

1. Clicking: [immune.wechu.org](https://immune.wechu.org)
2. Faxing: 519-258-7288
3. Visiting: one of our offices - Windsor: 1005 Ouellette Avenue or Leamington: 33 Princess Street

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
February, 2024  BEFORE suspension	<p>@TheWECHU is hosting immunization clinics at its Windsor and Leamington offices for elementary students who received suspension orders.</p> <p>Appts are limited. For clinic hours and location, call 519-960-0231, ext. 1222 or visit <a href="https://wechu.org/getimmunized">wechu.org/getimmunized</a> to book an appointment.</p>	<p>@TheWECHU is hosting immunization clinics for elementary students who received suspension orders.</p> <p>For clinic hours and location, call 519-960-0231 ext. 1222 or visit <a href="https://wechu.org/getimmunized">wechu.org/getimmunized</a> to book an appt.</p>

<p>February, 2024</p> <p>BEFORE suspension</p>	<p>Families of elementary students who received a suspension order! The deadline to get your child immunized and provide their immunization records to @TheWECHU is <b>February 28 @ 6 pm</b> or your child will be suspended from school.</p> <p>Updating immunization records is easy:</p> <ul style="list-style-type: none"> <li>✓ Online: <a href="https://immune.wechu.org">immune.wechu.org</a></li> <li>✓ Fax: 519-258-7288</li> <li>✓ In person: at a WECHU office</li> </ul>	<p>Families of elementary students who received a suspension order! The deadline to get your child immunized and provide their immunization records to @TheWECHU is <b>February 28 @ 6 pm</b> or your child will be suspended from school.</p> <p>Updating immunization records is easy:</p> <ul style="list-style-type: none"> <li>✓ Online: <a href="https://immune.wechu.org">immune.wechu.org</a></li> <li>✓ Fax: 519-258-7288</li> <li>✓ In person: at a WECHU office</li> </ul>
<p>On or after March 1, 2024</p> <p>(suspension has started)</p>	<p>@TheWECHU is offering School Suspension Walk-In Clinics at its Leamington and Windsor offices. Visit <a href="https://wechu.org/getimmunized">wechu.org/getimmunized</a> for details.</p> <p>Please note, children who are ill should stay home and only be immunized when they are well.</p>	<p>@TheWECHU is offering School Suspension Walk-In Clinics at its Leamington and Windsor offices. Visit <a href="https://wechu.org/getimmunized">wechu.org/getimmunized</a> for details.</p> <p>Please note, children who are ill should stay home and only be immunized when they are well.</p>
<p>The week of March 4, 2024</p>	<p>@TheWECHU is offering School Suspension Walk-In Clinics during March Break. Visit <a href="https://wechu.org/getimmunized">wechu.org/getimmunized</a> for details.</p>	<p>@TheWECHU is offering School Suspension Walk-In Clinics during March Break. Visit <a href="https://wechu.org/getimmunized">wechu.org/getimmunized</a> for details.</p>

School Administrators are encouraged to follow the WECHU’s social media after March 18, 2024 for additional information.

## 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 geared to families at [www.wechu.org/your-health/immunization/suspension](https://www.wechu.org/your-health/immunization/suspension).

**For posting March 1, 2024 (suspension day) and after**

**ISPA Vaccine Eligibility and Appointment Booking**

The Windsor-Essex County Health Unit (WECHU) is hosting a series of Suspension Walk-in Immunization Clinics at our Windsor Office (1005 Ouellette Ave., Windsor) and Leamington office (33 Princess St., Leamington).

These clinics are for elementary students who are suspended from school because they need an immunization(s) or need to provide updated immunization information to the WECHU. Families are encouraged to check clinic dates and times at [wechu.org/getimmunized](https://wechu.org/getimmunized).

Families can also visit the [WECHU website](#) for more information on suspension.



WINDSOR-ESSEX COUNTY  
**HEALTH UNIT**

1005 Ouellette Avenue  
Windsor, Ontario N9A 4J8

[www.wechu.org](http://www.wechu.org)

519-258-2146

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