

Dear Elementary School Administrators,

As you are aware, the Windsor-Essex County Health Unit (WECHU) issued immunization notices in November 2025 and suspension order notices in January 2026 to parents/guardians of elementary school students with incomplete immunization records. These families received information specifying which required vaccine(s) are missing from their child's record and how to report their child's vaccine(s) to the WECHU.

Students with incomplete immunization records as of **6 pm on Friday March 6th, 2026** will be suspended from school on Tuesday March 10th, 2026 for up to 20 days or until the required information is provided.

Please refer to the information below for key dates and information regarding the [Immunization of School Pupils Act](#) enforcement process.

Friday March 6th, 2026 at 6:00 pm

- Deadline for families to submit student immunization records to the WECHU. Students with outstanding records after this time will be considered non-compliant and will be suspended from school up to 20 days starting on Tuesday March 10th, 2026.

Monday March 9th, 2026

- WECHU staff will finish processing all received immunization records submitted before the deadline and generate suspension lists for each elementary school.
- These lists of suspended students will be shared with respective elementary schools via Sync folder prior to the start of the school day on Tuesday March 10th.
- Principals will receive **one sample OSR letter** and the list of suspended students for their school.
- A summary of the # of students suspended by school for each School Board will be individually shared via email with School Board Liaisons.

Tuesday March 10th, 2026 – Suspension Day

- Suspension lists will be provided to the schools by the start of the school day March 10th.
- School administrators should contact the WECHU if they did not receive a list.
- School administration staff will review the list provided by the WECHU and ensure any students that have attended school are excluded from class effective immediately and directed to follow-up on their outstanding immunization records.
- Visit the WECHU's [School Administrators](#) page for resources that can be shared with families.
- Once the student is suspended, immunization records cannot be updated over the phone. Families have the following options to update student immunization records:
 - Bring updated immunization information to the WECHU in person (Windsor or Leamington).
 - Have the Health Care Provider fax the record to the WECHU.
 - Update the record online at immune.wechu.org (*must upload proof such as a photo).
- Once a suspended student's immunization record is properly updated, the following will happen:
 - They will be issued an embossed 'rescind letter' in hard copy if they attend the WECHU in person. The rescind letter is proof that the suspension order has been removed, and the student can return to school effective immediately.
 - Their name will be removed from the suspension list the following school day.

Up to Wednesday April 15th, 2026 (20 business days after suspension day – March break, Good Friday, and Easter Monday are not included)

- Updated lists of suspended students will be generated every evening and shared with the school via Sync folder before the start of school the next day.
- School administrator will exclude individual students on the list who attended and do not have a rescind letter.
- Once a student's immunization record is determined up to date, they will be issued an embossed 'rescind letter' in hard copy. The rescind letter is proof that the suspension order has been removed, and the student can return to school effective immediately. Lists will only be updated once per day, but schools can permit anyone with an official rescind letter to return upon presentation.
- The WECHU will continue to offer immunization clinic services at our Windsor and Leamington to get students appropriately vaccinated/records updated, so students can get back to class as quickly as possible.
- Ongoing communications will be shared with School Board Liaisons including summaries of the updated number of students suspended by school for each School Board.

Important Communication Messages:

- Once the school suspension is in effect, the WECHU cannot accept immunization information from the school (e.g., hard copy records or faxed records) or information from parents/guardians over the phone.
- Health care providers do not automatically send immunization records to the WECHU and it is up to the parents/guardians to ensure immunization records are updated.
- School administration staff can visit the WECHU's [School Administrators](#) page for resources available for distribution to families. Examples of helpful resources available include:
 - "Immunization Of School Pupils Act (ISPA) FAQ" - answers to parents' frequently asked questions
 - "Student Suspension Next Steps Info Sheet" - letter for parents with details on next steps in the suspension process; available in English, French, Arabic, Spanish
 - "School Administrator Tool" - flow chart with next steps for families whose children received suspension orders

School administrators with questions can contact the WECHU's Immunization Department at 519-258-2146 ext. 6111. Parents and guardians should be directed to call ext. 1222.

Thank you for your continued commitment to the health and well-being of students in our community.