

**PLEASE READ CAREFULLY**

**Re: Enclosed Suspension Order for March 20, 2023**

Dear Parent(s)/Guardian(s):

The enclosed **Suspension Order** requires your attention. This Suspension Order is being issued by the Medical Officer of Health because the Windsor-Essex County Health Unit (WECHU) has not yet received the required immunization information outlined in the Immunization Notice sent to your attention in December 2022. Under law (Immunization of Schools Pupils Act (ISPA) R.S.O. 1990), the WECHU must have a complete record of required vaccines, or a valid exemption on file, for every student attending school in Windsor-Essex County.

- The school/school board does not issue suspension orders and cannot cancel this suspension order.
- The WECHU will withdraw this suspension order and inform the student's school once their file is updated with the missing information.

**To avoid your child's school suspension, complete one (1) of the following actions before 6:00 p.m. on Thursday March 16, 2023:**

- ✓ **Report vaccine information to the WECHU.** If the student has already received their missing immunizations from a health care provider, you may request that they fax a copy of the record to the WECHU. The record can also be updated online (see table below).
- ✓ **Contact your health care provider** to book an appointment for any required vaccine(s). Submit the updated information to the WECHU using one of the ways listed in the table below.
- ✓ **Attend a Catch-up Immunization Clinic.** Visit [www.wechu.org/getimmunized](http://www.wechu.org/getimmunized) or call the WECHU at 519-258-2146 ext. 1222 to book an appointment.
- ✓ **Submit a completed immunization exemption form to the WECHU.** This applies to medical exemption forms and notarized statements of conscience or religious exemption forms. Visit [www.wechu.org/your-health/immunization/immunization-requirements-school](http://www.wechu.org/your-health/immunization/immunization-requirements-school) for more information.

**Ways to Report Immunization Information to the WECHU**

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|-------------------------|--|
| Secure Online Reporting | <a href="http://immune.wechu.org">immune.wechu.org</a>                         |
| Fax                     | 519-258-7288   |
| Phone                   | 519-960-0231<br>1-800-265-5822 ext. 1222 (toll-free)                           |
| In Person               | Windsor Office: 1005 Ouellette Avenue<br>Leamington Office: 33 Princess Street |

Call 519-258-2146, ext. 1222, with any questions or concerns. For additional information about school immunization requirements and services, visit [www.wechu.org](http://www.wechu.org).

Sincerely,

Healthy Schools Immunization Department