

# Elementary School 2019 - 2020

## Immunization Assessment & Suspension Calendar

Wellington-Dufferin-Guelph Public Health (WDGPH) is required to collect and review immunization records for all students. If the parent/guardian fails to update missing information, the student may be suspended for up to 20 school days.

**Jan**  
2020

### LETTERS MAILED

Overdue notices are mailed to parents/guardians of students who have incomplete immunization records on file with WDGPH.

**Feb**  
2020

### REPORTING

WDGPH reminds parents/guardians of students with incomplete immunization records to book an appointment with their health care provider or Public Health and to report all immunizations to Public Health

**Mar**  
2020

### SUSPENSION ORDERS DELIVERED

**March 4 & 5** Suspension orders are delivered to the school for immediate distribution to the students.

### IMMUNIZATION CLINICS

Students can book an appointment at a WDGPH office. Visit [wdgpublichealth.ca](http://wdgpublichealth.ca) for specific clinic dates and times.

**Mar**  
2020

### REPORTING DEADLINE

**March 6 by 4 P.M.**  
The deadline for students to submit complete immunization records to WDGPH to avoid suspension.

### SUSPENSION

**March 11**  
Students with incomplete records are suspended until their records are complete and on file with WDGPH or a WDGPH Suspension Pass has been presented.

## QUESTIONS?

1-800-265-7293 EXT. 4746

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### During the school year

- Remind all students to submit immunization records or valid exemption to WDGPH.
- Refer parents to report immunizations to WDGPH:
  - Online:** [www.immunizewdg.ca](http://www.immunizewdg.ca)
  - Email:** Send copy to [vaccine.records@wdgpublichealth.ca](mailto:vaccine.records@wdgpublichealth.ca)
  - Fax:** Vaccine Records 519-836-2986
  - Call:** 1-800-265-7293 ext 4396
- Refer parents who have questions about immunizations to call 1-800-265-7293 ext. 4746.

### Before suspension

- Identify any students who have barriers to completing immunizations and discuss with your school's public health nurse prior to suspension day.
- **Students will receive their suspension orders prior to the suspension date, informing them of their pending suspension.**
- Review updated suspension list **one** day prior to the suspension date. The list will be faxed or emailed from Public Health as available.
- The principal or designate will accept a "WDGPH Suspension Pass" as proof that the student has been removed from the suspension list.

### Suspension

- The school principal or designate must be available on suspension day and is responsible for communicating with the students/parents/guardians.
- WDGPH Suspension Passes will continue to be accepted as proof that a student has been removed from the suspension list and may return to school immediately. A rescind order will follow once information has been entered into the provincial database.
- Check your fax or email **daily** for suspension lists and rescind orders; they will be sent from Public Health as they become available.
- The school is responsible for contacting the students/parents/guardians after receiving rescind orders to ensure students know they can return to school immediately.