

## Incomplete Vaccination Record

«Date\_Sent»

To the parent or legal guardian of, or To the following student who is 16 or 17 years old:

«First\_Name» «Last\_Name»  
«Street\_Address»  
«City», «Province» «Postal\_Code»

OIID: «Ontario\_Immunization\_ID»  
D.O.B: «Date\_of\_Birth» Gender: «Gender»  
School: «School»

**Important:** You are receiving this notice because we do not have an up-to-date vaccination record for «**First\_Name**» «**Last\_Name**». If the vaccine record is not updated, «**First\_Name**» «**Last\_Name**» can be suspended on: «**Suspension\_Date**».

Students who do not have up-to-date vaccination records can be **suspended** for up to 20 school days per the *Immunization of School Pupils Act*. The suspension may be re-issued for additional periods of up to 20 days if the information is not received.

Vaccines are free, safe and effective. They prevent serious disease.

Public Health Sudbury & Districts is missing records for immunization for the following disease(s) that are designated under provincial law: «**Diseases\_Agents**».

Here is what you need to do:

**A.** Check the student's yellow vaccine card, and/or other vaccination records, if applicable. If the diseases listed above are checked off, you must update the student's record with Public Health Sudbury & Districts using one of the options listed on the attached information sheet.

**OR**

**B.** If the student has not had these vaccines, they can get vaccinated at:

- one of Public Health Sudbury & Districts locations
- their health care provider
- a walk-in clinic

You must obtain a written copy of the vaccine(s) received AND report this to Public Health Sudbury & Districts using one of the options listed on the attached information sheet.

**OR**

**C.** If the student requires a medical exemption from vaccination or an exemption based on conscience or religious belief, the required form can be found online at [www.forms.ssb.gov.on.ca](http://www.forms.ssb.gov.on.ca). When requesting an exemption based on conscience or religious belief, an immunization education session with Public Health is required. Please call us to book an appointment to complete this session. All completed forms must be submitted to Public Health Sudbury & Districts.

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Please update this record as soon as possible to avoid suspension from school.

If you are reporting the vaccination online at **phsd.ca/reportvaccines**, you will need the Ontario Immunization ID (OIID) found at the top of this letter and a Personal Identification Number (PIN), or a valid Ontario health card number.

If you have questions, contact us at 705.522.9200, ext. 458 or toll-free at 1.866.522.9200.

Dr. Marlene Spruyt  
Acting Medical Officer of Health

MS:ak

Encl.

## Order for Suspension from Attendance at School

*Pursuant to s.6 of the Immunization of School Pupils Act R.S.O. 1990*

To: Principal of

Serve: Parent/Guardian of, and student if 16 or 17 years of age:

«First\_Name» «Last\_Name»

OIID: «Ontario\_Immunization\_ID»

«Street\_Address»

D.O.B: «Date\_of\_Birth»

Gender: «Gender»

«City», «Province»

«Postal\_Code»

School: «School »

I, Dr. Marlene Spruyt, acting Medical Officer of Health, Public Health Sudbury & Districts, hereby order the suspension of the above named pupil for a period of twenty (20) school days:

**From: «Suspension\_Date»**

**To: «M\_20\_Days»**

**This order will be cancelled where circumstances for making the order no longer exist.**

The reasons for this order are:

1. I have not received one of the following for the above named student:
  - a) A statement that the student has completed the prescribed program of immunization in relation to:

«DiseasesAgents».

OR

- b) A statement of medical exemption, OR
  - c) A further medical exemption to replace one that has expired, OR
  - d) A statement of conscience or religious belief (commissioned affidavit required).
2. I am not satisfied that the pupil has completed, has commenced, and will complete or will commence and complete the prescribed program of immunization in relation to the designated diseases indicated above.

**Parent/Guardian of/or the student named if 16 or 17 years of age:**

Questions about this Order can be directed to Public Health Sudbury & Districts at 705.522.9200, ext. 458.

You are entitled to a hearing by the Health Services Appeal and Review Board if you mail or deliver to me, and the Health Services Appeal and Review Board, 151 Bloor St. West, 9<sup>th</sup> Floor, Toronto, ON M5S 2T5, and the principal of «School » a request for a hearing within 15 days of this notice being served.

Although a hearing may be requested, this order takes effect when it is served.

<Signature>

Dr. Marlene Spruyt, Acting Medical Officer of Health

Date served: <date>