

« Notice Mail Out (Issue) Date »

Dear Parent/Guardian/Student:

Ottawa Public Health (OPH) is required by law to maintain and review the immunization records for all students under 18 years of age attending school in Ottawa, in accordance with the Immunization of School Pupils Act (Act). Under the Act, students must be immunized against: measles, mumps, rubella, diphtheria, tetanus, polio, pertussis and meningococcal disease. Children born in 2010 or after must be immunized for varicella also.

Records are reviewed annually to ensure students meet the requirements under the Act. Ottawa Public Health (OPH) may order the suspension from school of a student who has an incomplete immunization record or who does not have a valid exemption.

You are receiving this letter because our records show that this student's immunization record has either missing or incorrect information. See Section B on the enclosed Immunization Record Update Form (yellow form) for details.

What you need to do:

Step 1:

Review the **vaccine(s) listed in Section A** on the enclosed Immunization Record Update Form (yellow form).

Step 2:

Compare our information in Section B with the record that you have at home. You may have to contact the student's health care provider to obtain the most up-to date immunization information.

Step 3:

- a) If the student **has received** the vaccine(s) indicated in Section A on the attached form, please update OPH. Ensure that you provide new dates, which are not already included in Section B of the attached yellow form.
- b) If the student **is missing** the vaccine(s) indicated on the attached form, please have the student receive the vaccine(s) through their healthcare provider, a walk-in clinic or through OPH immunization clinic (appointment is required), **please note that these vaccines are free**. Don't forget to update OPH once the student receives the vaccine(s).

Step 4:

Update OPH using one of the following options, before the date indicated in Section A:

- **Online:** www.ParentingInOttawa.ca/immunization
- **CanImmunize App:** available as a free download on Apple App Store or the Google Play Store or at CanImmunize.ca
- **Mail:** 100 Constellation Drive, Ottawa, Ontario, K2G 6J8, mail code 26-44
- **Fax:** 613-580-9660
- **Phone:** 613-580-6744

Please note that, when you update the student's record online or via fax, you will receive an automated telephone message/or email indicating whether the record is up to date or not within 5 working days.

If you require a *Statement of Medical Exemption* or a *Statement of Conscience or Religious Belief*, call us at 613-580-6744 or visit www.ParentingInOttawa.ca/immunization. Please note that, beginning on September 1st 2017, you will be required to complete an in-person education session at OPH prior to submitting a Statement of Conscience or Religious Belief.

If the information concerning the vaccines listed in **Section A** on the yellow form or a valid exemption is not received, Ottawa Public Health (OPH) may order the suspension of this student from school. The student can be suspended for up to 20 school days or until OPH receives the information about the vaccines.

Please call us at 613-580-6744 if you have any questions or need more information.