



To the parent or legal guardian of, **OR**  
To the student, aged 16 or 17, listed below:  
«Last\_Name», «First\_Name»  
«Street\_Address»  
«City», ON «Postal\_Code»

Date of Birth: «Date\_of\_Birth»  
Home Phone: «Phone\_Number»  
School: «School\_Daycare»

## Request for Immunization Information

Under the Immunization of School Pupils Act (ISPA), all children attending school in Ontario are legally required to be immunized against **diphtheria, tetanus, polio, measles, mumps, rubella, meningococcal disease, pertussis** and **varicella** (for those born in 2010 or later), unless a valid exemption due to medical, conscience, or religious reasons is provided. Algoma Public Health (APH) collects and reviews the immunization records of all students to ensure each child is immunized and their records are up to date.

It is the responsibility of the parent/guardian to submit immunization information to APH, as most schools and healthcare providers do not send this information directly to us.

**Our records show that immunization records for the above-named student are incomplete.**

## What is missing?

Attached to this letter is the immunization record APH has on file for this student. **We require information on the following vaccines:**

«DiseasesAgents»

## What do you need to do?

If the **student has received the vaccine(s) listed above**, please submit immunization records to APH using one of the following options:

- **Online:** the online reporting tool is available at [www.algomapublichealth.com/icon](http://www.algomapublichealth.com/icon)
- **In person:** bring a copy of your child's immunization record to any of our locations during regular business hours [www.algomapublichealth.com/contact-us](http://www.algomapublichealth.com/contact-us)
- **By phone, fax or mail:** contact numbers for APH offices are listed on the first page.

### Blind River

P.O. Box 194  
9B Lawton Street  
Blind River, ON, P0R 1B0  
Tel: 705-356-2551  
TF: 1 (888) 356-2551  
Fax: 705-356-2494

### Elliot Lake

ELNOS Building  
302-31 Nova Scotia Walk  
Elliot Lake, ON, P5A 1Y9  
Tel: 705-848-2314  
TF: 1 (877) 748-2314  
Fax: 705-848-1911

### Sault Ste. Marie

294 Willow Avenue  
Sault Ste. Marie, ON P6B 0A9  
Tel: 705-942-4646  
TF: 1 (866) 892-0172  
Fax: 705-759-1534

### Wawa

18 Ganley Street  
Wawa, ON P0S 1K0  
Tel: 705-856-7208  
TF: 1 (888) 211-8074  
Fax: 705-856-1752

- **Email:** [records@algomapublichealth.com](mailto:records@algomapublichealth.com) (Please include child's name and date of birth in email). If you are sending personal information by email, be aware that electronic communication is not always secure and can be vulnerable to interception.

If the **student has not had the required vaccine(s) listed above**, please make an appointment with your health care provider. If you do not have a health care provider, you can access a local walk-in clinic or attend APH's community catch-up clinics to receive these vaccines. Please visit our website at [www.algomapublichealth.com/ISPA](http://www.algomapublichealth.com/ISPA) to view a full list of walk-in clinics providing immunizations, as well as upcoming catch-up clinics throughout Algoma. Bring this form to your appointment so the vaccines given can be recorded below and then return the form to the APH using one of the above methods.

Vaccine(s) Given	Date Given	Doctor's Name and Phone Number
_____	_____ <i>yyyy-mm-dd</i> _____	_____
_____	_____ <i>yyyy-mm-dd</i> _____	_____

## Can my child be exempted from vaccination?

Immunization is one of the safest ways to promote health and prevent illnesses related to vaccine preventable diseases. If you decide not to immunize your child due to medical, conscience, or religious reasons, an exemption form must be sent to APH. Please visit our website at [www.algomapublichealth.com/ISPA](http://www.algomapublichealth.com/ISPA) for more information on how to complete an exemption.



### What's new for 2025/2026 school year?

In past years, students could return to school during the suspension period by providing an appointment for the overdue vaccine. However, starting later this school year, in line with ISPA legislation, **APH will require students to show proof of immunization**, rather than just an appointment in order to return to school during the 20-day suspension period. Suspensions will begin in spring 2026, so parents are encouraged to update immunization records early to ensure any outstanding immunizations can be completed in time.

If you have any questions, please contact the Immunization Team at your local public health office or visit our website at [www.algomapublichealth.com/ISPA](http://www.algomapublichealth.com/ISPA).

The information provided or attached to this form is being collected and will be used by Algoma Public Health for the purpose of the medical officer of health maintaining an immunization record on the above-named student and to take appropriate action to prevent certain vaccine preventable diseases in the health unit. This information may be disclosed to the Ministry or other health units for the purpose of the prevention of vaccine preventable diseases. For further details concerning this collection, contact the Privacy Officer at 294 Willow Avenue, SSM, ON P6B 0A9.