MEMORANDUM TO: Directors of Education
Secretary-Treasurers of School Authorities

FROM: Taddesse Haile
Director
Education Statistics & Analysis Branch

DATE: June 20, 2013

SUBJECT: Standardization of Pupil (Student) Immunization Data

Standardization of student data for immunization purposes is necessary to improve the process of data exchange between schools/school boards and Public Health Units (PHUs) and also to strengthen the accuracy and timeliness of student information with respect to their immunization status. In turn, this will enable the reduction in the number of suspension letters issued, the number of suspensions required, and improve the process for data transmission in terms of frequency, timing and method.

Earlier this year, we conducted a survey of school boards to learn about the current practices as related to the submission of student data to the PHU in support of immunization programs. As a result of the survey, we learned that schools and/or school boards have different practices for submitting data to their associated PHUs.

Working jointly with the Ministry of Health and Long-Term Care (MOHLTC), we would like to propose that this submission of student data to PHUs be standardized in terms of the minimum required data elements. Some schools and/or school boards submit the minimum data elements to their PHUs as well as additional data. Where this is not the case, we ask that your board submits, at a minimum, the data required under s. 266 (2.1) of the Education Act as listed in the points below:

- The student’s name, address and telephone number;
- The student’s birth date;
- The name, address and telephone number of the student’s parent or guardian;
- The name of the school and Board School Identification Database (BSID) number.
In addition, if under current agreements there is a need for additional information beyond the above elements (such as the student’s gender and grade), you may continue to provide this information. However, before doing so, you must obtain the parents’ consent to disclose this additional information to the PHU.

Starting this summer, the first group of Public Health Units (Niagara Region, Grey Bruce, Huron County, Thunder Bay District, Oxford County and Perth District) will be using a new system to record and track students’ immunization records. To support this implementation, the streamlining of the student list validation process is required. This process will be piloted with the Boards connected to this first group of PHUs (please see the attached chart for the list of these Boards). Further information will be provided directly to these Boards over the coming months.

Please ensure that according to your obligations under the Municipal Freedom of Information and Protection of Privacy Act, the privacy of personal information is protected when disclosed to the medical officers of health and is transferred using a secure method.

Should you or your staff have any questions or concerns regarding this standardization, please contact Claire Corinthios, Senior Manager, Data Collection at (416) 325-9120 or claire.corinthios@ontario.ca.

Sincerely,

Original signed by

Taddesse Haile
Director
Education Statistics & Analysis Branch

c. Executive Assistant, Deputy Minister’s Office
Assistant Deputy Ministers
Secretaries to the Directors of Education
Senior Managers, Education Statistics & Analysis Branch
<table>
<thead>
<tr>
<th>Public Health Unit (PHU) name</th>
<th>School Board</th>
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| Grey Bruce Health Unit                          | Bluewater DSB  
Bruce-Grey CDSB  
CSD des écoles catholiques du Sud-Ouest |
| Huron County Health Unit                        | Avon Maitland DSB  
Huron Perth CDSB                                                                 |
| Oxford County Public Health                     | CSD des écoles catholiques du Sud-Ouest  
London District Catholic School Board  
Thames Valley DSB                                                                 |
| Perth District Health Unit                      | Avon Maitland DSB  
Huron Perth CDSB                                                                 |
| Niagara Region Public Health Department         | CS Viamonde  
CSDC Centre-Sud  
DSB Niagara  
Niagara CDSB                                                                 |
| Thunder Bay District Health Unit                | CSD du Grand Nord de l'Ontario  
CSDC des Aurores boréales  
Keewatin-Patricia DSB  
Lakehead DSB  
Superior North CDSB  
Superior-Greenstone DSB  
Thunder Bay CDSB |