



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

Pilot Project Mapping of 6 PHUs to School Boards

Public Health Unit (PHU) name	School Board
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