



Date:

**Re: Request for Criminal Record Check and Vulnerable Sector Check**

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To Whom it May Concern:

In accordance with Good Spirit School Division's Administrative Procedure 400-App, as a measure to enhance the safety of students and staff, employees, volunteers, external services contractors and interns who are in a position of trust and authority over children are required to obtain a Criminal Record Check (CRC) and Vulnerable Sector Check (VSC) prior to commencing employment.

As such, \_\_\_\_\_ is working as a(n)

The position will involve times where they will be in a school-based setting, be seen as an authority figure to students, have access to locked spaces, washrooms, change rooms, surveillance systems and trusted to be alone in schools where vulnerable people are present. The above said person is unable to complete their duties without submission of a Criminal Record and Vulnerable Sector Check acceptable by the Board of Education #204 and in accordance with Administrative Procedure 400-App.

I trust this is sufficient information to authorize the request. I may be contacted directly at (306) \_\_\_\_\_ should further information be required.

Sincerely,