

SAMPLE LETTER for Police Records Check *(to support application to DRPS)*

(On School Letterhead)

Date

Volunteer Name
Volunteer Address
City, ON
PC

Dear Volunteer Name:

Re: Police Records Check for Volunteers

We have received your volunteer application form. In accordance with the DDSB Procedure Guidelines for the Collection of Police Records Checks, we are requesting you provide us with the following Records Check:

- ☐ ***Criminal Record and Judicial Matters Check (CRJMC)***
- OR
- ☐ ***Vulnerable Sector Check (VSC)***

Sincerely,

Administrator Name

School Name

The DDSB is committed to upholding rights and responsibilities under the Ontario Human Rights Code and Accessibility for Ontarians with Disabilities Act. If you require accommodation to access this letter, please contact the principal.

