

SCHEDULE A”
On School Board Letterhead

Date:

Name and address

Dear:

Re: Employee Request for Further Information

As you are aware, the Protestant Separate School Board of the Town of Penetanguishene (“the Board”) is required by law to obtain and review criminal background information of its employees. You will recall having completed documentation in this regard. The Board has obtained information from you that you have been convicted of the following *Criminal Code (Canada)* offence(s):

(insert criminal code offence(s))

The Board is required to consider the particulars of the above offence(s), and consequently, the Board requests that you kindly provide to _____ at _____, a letter which outlines the details of the conviction(s) set out above within **7 WORKING DAYS of the date of this letter**.

Kindly provide information explaining details of the infraction(s) and why you feel that the circumstances of the conviction(s) do not affect your ability to perform your duties and that you do not pose a safety risk to students.

We will review your response carefully. It may be necessary to request that you attend a personal interview with representatives of the Board, accompanied if you wish by Federation/Union representation and/or legal counsel, following review of your response.

Please contact me if you have any questions regarding the above.

Yours truly,

Supervisory Officer