

"SCHEDULE B"
On School Board Letterhead

Date:

Name and address

Dear:

Re: Criminal Background 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 received information from you that you have been convicted of the following *Criminal Code (Canada)* offence(s):

(insert criminal code offence(s))

The Board has considered the circumstances of the above conviction(s) and no action will be taken at this time.

Yours truly,

Supervisory Officer