

"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 of Canada* offence(s):

(insert criminal code offence(s))

The Board requires the following:

1. An updated Police Records Check as soon as possible
2. In order to consider the particulars of the above offence(s), 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

"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 of 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

"SCHEDULE C"  
*On School Board Letterhead*

Date:

**Disclosure of Criminal Record Information**

**Employee Consent Form**

**To:** *Organization in Possession of Information pertaining to Criminal Offence(s)*

Name and address

Dear:

Please release to The Protestant Separate School Board of the Town of Penetanguishene ("the Board") attention: \_\_\_\_\_ (Board Designate Contact) at \_\_\_\_\_ (address) or to \_\_\_\_\_

Legal Representative of the Board, any and all information pertaining to any *Criminal Code of Canada* convictions for which I have not been granted a pardon, including but not limited to the following particular documentation:

.....

*(insert specific documentation sought)*

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Employee Signature

Witness