January 23, 2019

To Whom It May Concern:

**Re: Request for Police Record Check – Vulnerable Sector Screening**

As the authorized representative of Confederation College, an organization that is responsible for the well-being of one or more children or vulnerable persons as defined in Section 6.3(1) of the Criminal Records Act, I hereby request that the Thunder Bay Police (or other jurisdictional police department) conduct:

* Police Vulnerable Sector Check (PVSC)

Candidate: **Name First, Last**

Address: Street Name and Number,   
City, Prov, Postal Code

The candidate has been offered the following paid position at Confederation College:

**Integration Facilitator**

Description of the duties:

Acting as a liaison between special needs students, College faculty and staff, providing a smooth integration into College/Academic life;

Attending classes with the student to promote smooth integration with other students and classroom teacher;

Adjusting curriculum objectives to accommodate needs with faculty approval;

Providing classroom support such as note taking and lab work support; and

Offering academic support to students by:

Preparing class material for student use, providing individual/group tutoring, developing skills profile for each student for each of their courses, and providing academic advising and developing the path for students’ areas of focus.

Students involved may be under the age of 18 or otherwise considered vulnerable persons.

Should you have any questions or require additional information, you may contact me by phone at 807-475-6148 or email at sskedgel@confederationcollege.ca.

Thank you.

Sincerely,

Sue Skedgel

Human Resources Services Assistant