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:

**Learning Strategist**

Description of the duties:

Assists students with disabilities in order to support effective transition to postsecondary education and enhance their academic success.

Designs Individualized Learning Plans for students with disabilities in order to improve their academic achievement

Teaches individual students with disabilities learning strategies specific to their own unique learning strengths and weaknesses

Provides technological support to students with disabilities

Liaises with faculty, counselling staff and other internal and external resource personnel involved with the student.

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