March 20, 2018

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:

**Mental Health Strategist**

Description of the duties:

* Providing direct support and counseling related to addressing mental health issues and challenges faced by students;
* Offering assistance to students on specific mental health awareness, treatment plans and other solutions/interventions;
* Developing Accommodation Plans based on official medical, psycho-educational or psychiatric documentations in consultation with the Student Accessibility Services team;
* Providing instructional materials, and demonstrating learning strategies specific to the students’ studies;
* Providing ongoing instruction, guidance and opportunities for students to practice the strategies and improve their skills and learning habits;

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