



OTTAWA-CARLETON  
DISTRICT SCHOOL BOARD

Insert Date

SAMPLE – original signed copy required for submission to the Ottawa Police Service

Dear Police Services:

Request for a Volunteer Police Records Check

This letter is to introduce (insert name) who is applying to be a volunteer with the Ottawa-Carleton District School Board at (insert school name). This adult will be working in a position of trust with the youth of your local community. Therefore, the OCDSB is requesting that a Police Records Check (including Vulnerable Sector Screening) be completed before the applicant is assigned to a volunteer position supervising students.

Thank you for your attention to this matter.

Yours truly,

(insert title)  
Ottawa-Carleton District School Board