



Durham District School Board
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www.ddsb.ca

[Date]

[Your Full Name]
[Street Address]
Ajax, Ontario
[Postal Code]

Dear [Your Full Name]:

Re: Criminal Reference Check with Vulnerable Sector for Volunteers

According to Durham District School Board Procedure #4220, Section 2.1, “a principal, superintendent, or designate thereof, may at any time require any person providing services to the Board, whether by employment, contract, volunteer, or otherwise, to provide the Board with a new Criminal Background Check.”

We have received your volunteer application form. In accordance with the DDSB Procedure #4220, we are requesting you provide us with a new Criminal Background Check. Please submit this letter to the DRPS as proof of this requirement.

Sincerely,

Chrystal Marolt, Principal
Lester B Pearson PS



@DurhamDSB



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