



March 31, 2009

**Re: School Board Requirements for Police Record Checks**

Dear BEd Student:

The Bachelor of Education program requires successful completion of practicum assignments in the schools and other agencies. Students placed in Ontario schools and agencies are required to complete a satisfactory Police Record Check screening prior to having direct contact with students and other vulnerable persons. Without a satisfactory Police Record you will not be allowed to participate in practicum assignments.

The four Ontario School Boards' Associations have established the Ontario Education Services Corporation (OESC) to conduct the required Police Record Check screenings on behalf of the school boards.

The costs associated with this service and any appeals are to be borne by the applicant.

Please complete the Consent Form in full, sign and date it and send the **original** with a completed Payment Form (attached) and payment (Money Order, VISA or MASTERCARD) of \$30.00 (including taxes) directly by mail to the OESC as soon as possible.

You will be issued a wallet-sized Identification Card authorizing you to have contact with students in Ontario schools and with other vulnerable persons, for the upcoming school year, **IF** you have no police record **OR** if you have a record and it is determined by the OESC that you are not a risk to these individuals. This card must be signed by you and made available to school and agency officials when requested, together with a valid government issued photo identification document (Driver's License, Passport).

Applicants who are refused authorization will have an opportunity to provide an explanation, and will be advised of the reasons for the decision of the OESC. Details of a police record will be shared only with the applicant and OESC administrative staff and adjudicators. Your College or University will be advised only of your status.

....Page 2

Please complete the Consent Form and Payment Form and send it with your payment promptly. **The deadline for receipt of the completed forms is June 15, 2009** to be guaranteed a card **for August 31, 2009**. The OESC cannot guarantee that your ID card will be issued before August 31, 2009 if forms are received after this date. If you have an independent police record check dated within 6 months of August 31, 2009, please contact the OESC by e-mail prior to June 1 to ask for further direction.

To obtain additional information, you may visit the OESC website at [www.oesc-cseo.org](http://www.oesc-cseo.org) or contact OESC by email at [oesc-cseo@opsba.org](mailto:oesc-cseo@opsba.org).

**Students at Faculties of Education, please note:** this ID card is a requirement of the school boards where students are assigned to complete their practicum placements and is for that purpose **ONLY**. Once you graduate, you will be required to undergo another Police Record Check in order to apply for certification with the Ontario College of Teachers and with employing school boards. You will receive information about how to obtain this second Police Record Check by November 2009.

Sincerely,

A handwritten signature in black ink, appearing to read "R. Wideman", with a long horizontal flourish extending to the right.

Dr. Ron Wideman  
Dean of Education (Interim)