**Criminal Record Check Request**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is applying for a volunteer position with SCHOOL NAME of the Buffalo Trail School Division. Please provide a criminal record check for this person, which will be provided to this school and kept in confidence.

The Buffalo Trail Public School Division values the work of volunteers in our schools and also wishes to ensure safety of students, in part, through this process of criminal record check.

Thank you for your assistance, should you have any question, please do not hesitate to contact me at PHONE NUMBER.

Sincerely,

PRINCIPAL NAME, Principal

SCHOOL NAME