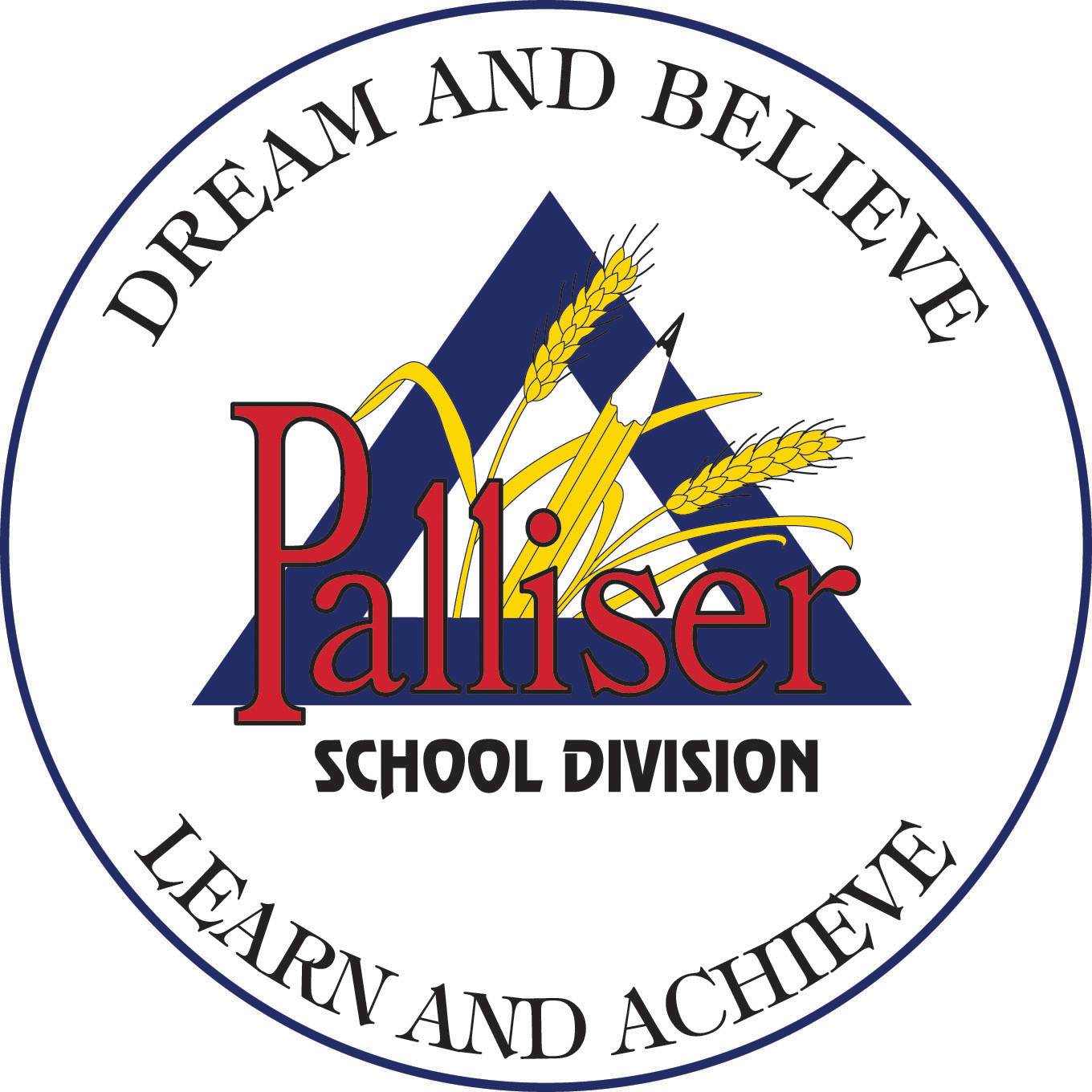
**Palliser School Division**

**Palliser Centre**

#101, 3305 - 18 Avenue North, Lethbridge, AB T1H 5S1

Phone: 403-328-4111 Toll-free: 877-667-1234

Fax: 403-380-6890 www.pallisersd.ab.ca



<DATE>

To whom it may concern:

**RE: CRIMINAL RECORD CHECKS/POLICE INFORMATION CHECKS**

**FOR VOLUNTEERS**

In accordance with Palliser School Division Administrative Procedure 470, our school division requires parents, community volunteers, and volunteer supervisors to provide up-to-date criminal record checks (CRC)/police information checks (PIC) if they could be working independently with students, or if they will be involved in an overnight stay involving students.

**<REPLACE WITH VOLUNTEER NAME>** is a volunteer in our school district. We request that your law enforcement agency provide a CRC or PIC to this individual. Palliser School Division participates in the VSPN program.

* **Position 1 - Classroom Volunteer - 0002**
* **Position 2 - Coach - 0006**

Our VSPN number is: **VSPN4828Ed0042**

Thank you for assisting us in providing a safe and caring environment for the students entrusted to our care.

Yours truly,



Jason Kupery, Director

Palliser School Division