



Kettle Creek Public School
350 Carlow Road
Port Stanley, Ontario
N5L 1B6
Phone : (519) 782 - 3983
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Email: kettlecreek@tvdsb.ca

Principal: Ms. Connie Holborn

Secretaries: Mrs. Karyn Noble

Elgin County OPP
42696 John Wise Line
St. Thomas, ON
N5P3S9

Valid for the 2025/2026 School Year

Re: Police Record Check

To Whom it May Concern:

This letter is to inform the Ontario Provincial Police that Kettle Creek Public School requires all volunteers who work with students in the school to have a Vulnerable Sector Screening Check (including Pardoned Sexual Offender Database checked) completed before volunteering in the school.

Volunteers will be assisting individual students with reading or other school work, helping on field trips, assisting with transportation to and from sporting events or helping coach sports teams.

I hereby request that the Ontario Provincial Police Service conduct a Vulnerable Sector Screen Check and search pursuant to Section 6.3 of the Act with respect to the individual named below.

Name of Volunteer: _____

Address of Volunteer: _____

Telephone Number of Volunteer: _____

Thank you for your assistance in completing these checks. If you have any further questions, please contact the school.

Sincerely,



Connie Holborn
Principal

Signature of Volunteer