



Dear Parents and Guardians,

Re: Important Update: New Requirements for Parent Volunteers Driving Students

We hope this email finds you well. As part of our ongoing commitment to ensuring the safety and well-being of our students, Clearview has been reviewing [Administrative Procedure 490](#) regarding volunteers.

Effective September 1, 2024, all parents and other community members who volunteer to drive students for school-related activities will be required to submit a Criminal Record Check with a Vulnerable Sector. This new measure is a prudent step for creating a safe environment for our children.

To ensure a smooth transition for the upcoming school year, we will begin collecting Vulnerable Sector Checks immediately. We understand that this may require some effort on your part, and we greatly appreciate your cooperation and support.

Process for Obtaining and Submitting a Vulnerable Sector Check:

1. Visit Your Local Police Station:

- Request a Criminal Record Check with a Vulnerable Sector.
- You need to bring two pieces of government ID and one must include a photo.
- Bring with you a ["Request to Waive Fee for Consent for Disclosure of Criminal Record Information."](#)

2. Submit Your Results:

- Once you receive your completed Criminal Record Check with Vulnerable Sector, please submit a copy to the school office as soon as possible.
- If you prefer, you can scan and email the document to [\[email address\]](#).

We understand the importance of volunteers in enriching our students' educational experiences and greatly value your continued involvement. If you have any questions or need further assistance with the process, please do not hesitate to contact us at [\[school contact number\]](#) or [\[email address\]](#).

Thank you for your understanding and cooperation in ensuring the safety of our students.

Sincerely,

[\[Your Name\]](#), Principal