



June 25, 2014

Re: School Board Requirements for Police Record Checks

Dear Vic One student:

Welcome to the Vic One Egerton Ryerson stream! I am looking forward to meeting you either on July 9th if you can attend the Vic One Advising Session or in early September. If you have any questions or concerns, please do not hesitate to contact me directly by E-mail (address below).

The Ryerson Stream in the Vic One Program at Victoria College requires successful completion of a seven-month, half-day-a-week practicum in a school. 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 Check you will not be allowed to participate in a practicum placement, and therefore will be unable to complete your assignments in the VIC151Y course.

The required Police Record Check screenings are undertaken by different Police Services, depending on where your permanent address is. If you live in Toronto or are an international student, you must apply very soon as it can take up to 12 weeks for completion, and sometimes longer. Some other jurisdictions seem to complete the PRC in a more timely fashion. Please check the following website for more information about where and how to apply: http://www.oise.utoronto.ca/ro/Police_Checks/index.html

Read this website carefully and follow the instructions. Once you have applied, you will be issued a letter 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 Police Services that you are not a risk to vulnerable individuals in schools. This letter must be carried with you at all times when you go to do your practicum placement in schools. The letter must also be photocopied and a copy delivered to Jamie Quadros, in VC103. It is advisable to keep at least one copy for yourself in case of loss of the original as you will not be allowed to enter schools without the letter. Please keep your receipt handy while waiting for your letter.

Please apply for your Vulnerable Sector Police Record Check immediately and send me an email indicating you have done so to my E-mail address below.

If you already have a PRC please also send me an email. Keep in mind that a PRC is only valid in most jurisdictions for one year.

Sincerely,

A handwritten signature in dark ink, appearing to read "Dr. Sheila Cook".

Dr. Sheila Cook
Coordinator and Professor,
Vic One Egerton Ryerson stream Vic
Concurrent Teacher Education Program (CTEP)

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