

Vulnerable Sector Screening (VSS) Instructions

- 1) Failure to provide a VSS by June 16, 2023 may result in your removal from the B.Ed. program.
- 2) Do not apply for your VSS prior to May 1, 2023.
- 3) Your VSS check will not be accepted if dated prior to May 1, 2023.
- 4) The VSS is only valid for one year from date stamped by Police. You must be fully covered for your practicum until April 30, 2024 so do not apply for your VSS prior to May 1, 2023.
- 5) No VSS checks will be accepted if it is for employment or for another agency.
- 6) Apply for your VSS on May 1, 2023 (carefully read the details in table below and determine option applies to you).
- 7) You are responsible for any fee associated with obtaining this mandatory document.
- 8) When you receive your VSS from the Police, take a photo, or scan the document and *before* you send it to Lindsay, review the photo/scan for appropriate size and clarity.
- 9) By June 16, 2023 e-mail your VSS to lindsaymitchell@trentu.ca
- 10) Retain the original document to safekeeping as you will be required to provide it on the first day at each of your placement and practicum schools in 2023-2024.

Canadian Residents with a <u>postal code starting with any letter other than "M"</u>	Canadian Residents with a <u>postal code starting with the letter "M"</u>	International Students
<p>Using the attached letter from the Dean of Education (see page 2 of this document), print your name on it and apply for your Vulnerable Sector check via your local police station. Check with your local Police process online before you apply; some police services will accept online applications, while others will not.</p> <p>Your police service will normally require proof that you reside in the district serviced by that police station. Please note that they may require you to file this request in your home district if you cannot provide such proof of residence.</p>	<p>Letter "M" postal code applicants need to first email <u>your full legal name and SURFACE MAIL address</u> to Lindsay Mitchell (lindsaymitchell@trentu.ca). Wait until you receive the correct form. Do not take the letter from the Dean of Education.</p> <p>Your mailing address is required to be sent to Lindsay as the Toronto Police Services form cannot be sent to you electronically. Upon receiving your full legal name and full mailing address, Cynthia will then mail you the specific Toronto Police Services form to apply to for your VSS.</p> <p>Do NOT take the letter from the Dean of Education to the Toronto Police Services; it will not be accepted.</p>	<p>Apply for an International Police check (translated into English). When you receive those results, scan and e-mail a copy to lindsaymitchell@trentu.ca by June 16, 2023.</p> <p>As soon as you arrive in Peterborough, you will need to apply for a VSS at the Peterborough Police Services office (500 Water Street, Peterborough). When you apply at the Peterborough Police you will need your International Police check along with the enclosed letter from the Dean of Education with you, to obtain that document.</p> <p>DO NOT DELAY in applying for your VSS as soon as you arrive in Peterborough. Once you receive the document from the Peterborough police, retain the original and scan a copy to lindsaymitchell@trentu.ca</p>

E-MAIL ADDRESS FOR VSS QUESTIONS: Lindsay Mitchell, lindsaymitchell@trentu.ca If, for any reason you are not able to send the VSS by June 16, then you must email the specific details to Lindsay and each scenario will be determined on a case-by-case basis. **In some cases, not meeting the timeline given above may result in your B.Ed. program acceptance being deferred to the following year.**

May 1, 2023

To Whom It May Concern:

_____ is a registered student at
(Print full legal name)

the School of Education and Professional Learning, Trent University, in the Bachelor of Education program. They will be on unpaid Elementary and/or Secondary school practicum and placements for the 2023-2024 school year, and therefore require a Vulnerable Sector Check including a check of the Pardoned Sexual Offenders database.

Thank you,



Dr. Claire Mooney
Acting Dean of Education, Teaching & Learning
School of Education and Professional Learning
Trent University
clairemooney@trentu.ca

Note: This letter is for all Ontario Police EXCEPT for Toronto Police Services.