

ÉCOLE IRVINE ELEMENTARY SCHOOL

3862 Wellington Street
Port Coquitlam, BC V3B 3Z4
Tel: 604-941-3408 Fax: 604-941-3886
www.sd43.bc.ca/irvine



TO: Royal Canadian Mounted Police or Local Police

FROM: Coquitlam School District No. 43

The holder of this letter is being considered as a volunteer in the Coquitlam School District and, in that role, will have regular and ongoing involvement with students.

As one means of ensuring the safety of our students, a criminal record check is required as part of the screening process. Because the candidate is serving the district only in the capacity of an unpaid volunteer, we request that the RCMP waive their normal fee for this service.

The prospective volunteer is a resident in your municipality and has the required photo identification and address verification.

Thank you.

Yours sincerely,

Darlene Proulx
Principal
Irvine Elementary School

DP/bjr