



Police Reference Check Office, Employee Services, 17 Fairmeadow Ave., Room 107,
Toronto, Ontario M2P 1W6 • Tel: (416) 393-0759 • Fax: (416) 397-3174

Toronto District School Board

STUDENT PLACEMENT INFO FOR SCHOOL YEAR 2016-2017

ALL student placement participants are required to have a Police Record Check (Vulnerable Sector Screening (VSS) completed each school year and delivered to the TDSB PRC Office before starting the placement.

Please note that the TDSB only accepts **original documents**. The following documents are not accepted:

- a clearance by an on-line service,
- faxed copies and/or
- emailed copies of police documents.

Police services generally take 3 to 4 weeks to send the VSS results out. However, if an applicant is required by police to submit fingerprints to confirm identity, there will be an additional expense to the student and additional time required for completion of the VSS process.

INSTRUCTIONS ON HOW TO OBTAIN A VSS:

A. For Students Attending University/College in Ontario:

All students must apply for their Vulnerable Sector Screening (VSS) by completing an application form provided by their University/College.

B. For Students Attending a University/College in the United States:

- *If the student's permanent address is in Toronto (postal code begins with M), the student must attend the TDSB PRC Office located at 17 Fairmeadow Ave, Room 107 to complete the application form and provide a certified cheque/money order/bank draft for \$20.00* payable to Toronto Police Service. The completed application form will be submitted to Toronto Police Services directly by the TDSB.*
- *If the student's permanent address is outside Toronto but within Ontario (postal code does NOT begin with M), the student must complete an application for a VSS at the Police Service in the jurisdiction where they permanently reside.*

INSTRUCTIONS ON HOW TO SUBMIT THE RESULTS OF VULNERABLE SECTOR SEARCH TO THE TDSB:

Once the VSS search is complete, the Police Service will mail the results directly to the students' home. Students must then:

1. Mail the **original** VSS to the TDSB PRC Office, 17 Fairmeadow Avenue, Room 107, Toronto, Ontario, M2P 1W6. If the student would like the original VSS returned, they must include a stamped self-addressed envelope and after the original is reviewed by TDSB it will be returned to the student;
- OR**
2. Personally deliver the **original** VSS to the TDSB PRC Office at 17 Fairmeadow Avenue, Room 107.

For information or assistance please call
Police Reference Check Office
Toronto District School Board
416-393-0759

*fee subject to change