



3 Steps to a Police Reference Check

Steps	To Do	Steps
Step 1	Parent fills out a Police Reference Check form and submits it to their School office.	<ol style="list-style-type: none"> 1. Get the form from school office or your Community Support Worker. (This form must have Marla Fowler’s signature and the box “requires the service to include...” checked) 2. Complete the form 3. Include a \$15.00 certified cheque or money order made out to “Toronto Police Service” (If parents are paying, they can pay the school and the school can write the cheque) 4. Ensure the top section is complete and provide previous addresses covering 5 years. ** If the person moved to Canada within the last 5 years, provide when they moved and where they moved from. 5. *NEW - Applicants must include their mailing address in the squares at the bottom left of the page 6. Submit to school office where staff will witness and sign
Step 2	Police Reference Check will be mailed to the Parent/ Caregivers home directly from the Toronto Police.	<ol style="list-style-type: none"> 1. Letters are mailed directly to parents from the Toronto Police Reference Check department
Step 3	Parents/Caregivers submit their Police Reference Check	<p>2 options to submit your Police Reference Check form:</p> <ol style="list-style-type: none"> 1. Parent/Caregiver takes it personally to 17 Fairmeadow Ave, Rm.107. 2. Give the form to your Community Support Worker who must: <ol style="list-style-type: none"> a. Make a copy on Legal sized paper b. Sign your name on the photocopy, c. Provide your employee number on the photocopy d. Indicate by writing on the photocopy that “I verify that I saw the original” e. Write the date you verified the original on the photocopy f. Deliver to 17 Fairmeadow Rm.107 <p>** Police services will not accept this if ANY changes have been made and if it is not on Legal Sized paper.</p>

For further information contact 416-393-0759

