

Information for Parent Volunteers

To ensure TDSB schools remain a safe learning environment, the Toronto District School Board (TDSB) requires background checks for volunteers in accordance with provincial regulations. Below is an information guide on how to complete your volunteer clearance.

1. Who Needs a Background Check?

The TDSB categorises school volunteers into two groups:

- **Casual Volunteers:** Assist from time to time (fewer than 3 times in a school year).
- **Regular Volunteers:** Participate in school trips, volunteer 3 or more times during the school year, or serve as community coaches. These volunteers **must complete** a Vulnerable Sector Check (VSC).

2. New Volunteers: Applying for a Vulnerable Sector Check (VSC)

For Residents of Toronto (Postal Code starting with "M"):

Toronto Police Service (TPS) provides an online VSC application process.

- **Application Portal:** [Toronto Police Service Record Checks](#)
- **TDSB Organization Code:** 202309TPSOND7EFC
- **Application Details to Enter:**
 - Position Title: Select/enter TDSB School Volunteer.
 - Vulnerable Sector: Select Children.
 - Duties Description: Briefly describe your volunteer duties (e.g., helping in the classroom, assisting teachers, reading with primary students).
- **Cost:** \$26.72 (payable online by Visa, Visa Debit, MasterCard, or American Express; payment is non-refundable).
- **Submitting Your Results:**
 - During the online process, please opt to share results directly with the TDSB.
 - If you do not opt to share directly during application, download your result (available for 30 days) and email a legible copy to PoliceReferenceCheckOffice@tdsb.on.ca. When emailing, you must include the declaration statement: *"The attached document is the scanned version of original and it has not been altered in any way."*

3. Returning Volunteers: Annual Offence Declaration (AOD)

If you have already provided a valid VSC to the TDSB in a previous school year, you do not need to apply or pay for a new VSC each year.

Instead, returning volunteers must complete an Annual Offence Declaration (AOD) annually:

- Cost: Free (\$0).
- How to Complete: The AOD can be completed by [filling this form](#). Please return this form either to the school office or email directly to PoliceReferenceCheckOffice@tdsb.on.ca

4. Key Notes & Reminders

- **Download Promptly:** Police record check results are only available on the TPS portal for 30 days before being taken down, so please download and save your copy right away.
- **Fingerprinting Requirements:** If the RCMP requires fingerprints to complete your background search, the \$25 RCMP processing fee is waived for bona fide volunteers if you bring an official letter on school letterhead from our office.

If you have any questions regarding the process, please check the [FAQ section of TDSB here](#).

You will be able to begin volunteering as soon as your name appears on our records. Thank you for your partnership.