



# St. James School

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October 19, 2017

Re: Notice of Volunteer Criminal Record Check changes as of June 1, 2017

Dear St. James Parent,

We have recently been advised that the Criminal Record Check (CRC) procedure was changed as of June 1, 2017. Therefore, we are sorry to tell you that your CRC application has not been processed by the Ministry of Justice. We need to update and resubmit your application with the following changes:

- 1) the revised CRC form
- 2) a new second page checklist must be filled out and accompany the form
- 3) the school office will need to verify your personal information using your Driver's License
- 4) your consent needs to be signed and dated

Please find enclosed the revised CRC form that will need to be filled out and returned to the school office at your earliest convenience.

Please note, if you are a new family to our school, your CRC form was processed in August once the registration process was completed and entered into our school database. This accounts for any discrepancy between when you filled out the CRC form and the time it was submitted to The Ministry of Justice by our office.

We have been advised that the Ministry of Justice will take 4-6 weeks to process this paperwork, so please update your information as quickly as possible to avoid any disappointments or further frustrations.

We apologize for this inconvenience and we thank you for your understanding in this matter.

Sincerely,

Mr. Paul Rossetti  
Principal  
St. James School

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#### ST. JAMES CATHOLIC SCHOOL MISSION STATEMENT

*"As an essential instrument in strengthening the Catholic faith, St. James School exists to develop the whole person as a Christ-centered member of our community"*