Faculty of Education
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November 1st, 2026

RE: Request for Vulnerable Sector Check

To: Woodstock Police Service

As the authorized representative of the **University of Windsor, Bachelor of Education Program**, I hereby request that the Woodstock Police conduct a **name-based vulnerable sector check,** pursuant to section 6.3 of the *Criminal Records Act,* with respect to the following individual:

Applicant's Full Name: _____

Applicant's Address: _____

Applicant's Date of birth (MM/DD/YY): _____

Position: **Bachelor of Education Teacher Candidate - Practicum Placement**
Brief description of position related to vulnerable person:

- While completing the unpaid Practice Teaching/ Volunteer hours, this Teacher Candidate will be in a position of authority, responsible for the well-being of one or more children or vulnerable persons under the age of 18.
- Duties may include, but are not limited to:
  - *Classroom instruction, individual instruction, yard duty, lunch supervision, before or after school programs.*

X Unpaid position **X** Volunteer **X** student/other



Dr. Shijing Xu
Associate Dean of Pre-Service
University of Windsor, Faculty of Education
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Applicant Signature: _____ Date: _____

Section 6.3(1) of the Criminal Records Act
Vulnerable Sector - The definitions in the subsection apply in the section.

"children" *means persons who are less than 18 years of age.*
"vulnerable persons" *means persons who, because of their age, a disability or other circumstances, whether temporary or permanent,*

(a) Are in a position of dependence on other; or
(b) Are otherwise at a greater risk than the general population of being harmed by persons in a position of authority or trust relative to them.