



STURGEON HEIGHTS SCHOOL

50 Hogan Road, St. Albert, Alberta, T8N 3X7



Phone: 780 459 3990
Email: sheights@sturgeon.ab.ca

web: sturgeonheights.ca

Police Personnel:

This individual wishes to volunteer with Sturgeon Heights School:

Name (please print):	Date:
Address:	
The Freedom of Information and Protection of Privacy Act (FOIP), Chapter F-25, charges Sturgeon School Division with protecting the privacy of individuals, most who are under the age of majority. In order to show due diligence in this regard, please conduct a Criminal Record Check and Vulnerable Sector Check on person named above.	

Request Authorized by School Personnel

Name (please print):	Position: Principal
Shannon C. Requa	
School: Sturgeon Heights School, St. Alberta, Alberta	
Signature: <i>Shannon C. Requa</i>	

Volunteer Information:

Take this form to your local RCMP detachment or city police office. If you live in Sturgeon County, you will need to go to the Morinville detachment. Office hours vary by community, so please call ahead

Morinville RCMP	10512 101 Ave, Morinville	780-939-4520
St. Albert RCMP	96 Bellerose Dr, St. Albert	780-453-4300
Edmonton Police	Call for local location	780-421-3333

- You will be required to produce a valid Driver's license or a Passport with photo I.D. and another piece of government-issued I.D. such as Alberta Health Care card or birth certificate
- State that this is a Volunteer Position. There will be either no charge for the service or a reduced charge
- Two forms must be completed: Criminal Record Check and Vulnerable Sector Check
- The mandatory check will take approximately three weeks to complete
- Pick up the authorized RCMP forms and return them to the school office.
- In the event that any information changes, Sturgeon Heights School must be notified immediately, rendering the Criminal Record and Vulnerable Sector checks null and void