

Student Travel Document Checklist (for Parents)

*** Please read carefully***

Checklist of **ALL DOCUMENTS required to hand in** to the Main Office

All forms (with the exception of the Vulnerable Sector Check (formerly Criminal Record Check) and the Child Abuse Register Check must be completed on an **annual basis**.

A photocopy of each of the following current documents must be attached to the J-Form for **each driver and / or each vehicle** prior to approval:

J-Form

Driver's License

Vehicle Registration

Proof of Insurance

Proof of Vehicle Inspection (paper provided when vehicle is inspected)

Signatories on the J-Form shall ensure compliance with all provisions outlined in this form and the Transportation Section of this document and in the Strait Regional School Board Transportation Policy found at <https://srsb.ca/content/policy-manual>.

By signing the J-Form, the **driver** agrees to advise the Principal immediately of any changes to the status of any of the information and/or documents provided above.

Teacher/Chaperone Consent form.

Confidentiality Agreement form.

Volunteer Application form (please note this form is **double sided**).

** For more information on the policies regarding volunteering, please visit the website

<https://srsb.ca/sites/default/files//6C1-Volunteers%20in%20the%20School-final-August-5-2015.pdf>

Child Abuse Register form. This form is to be **sent out by applicant**, is returned to applicant and must be submitted to Main Office. It is valid for three (3) years.

Vulnerable Sector Check (formerly Criminal Record Check). Volunteers need to request a check at an RCMP office in the county in which they reside (forms available at RCMP office). See attached waiver letter to waive the \$25.00 fee. The completed check may be picked up by the applicant only. It is valid for three (3) years.

** If you have previously submitted a Vulnerable Sector Check and Child Abuse Register Check, you may verify its validity by called the school at 902-863-1620.

****From November 1 to April 30** inclusive, all vehicles travelling with students must have **winter tires**. The Principal (or his/her designate) may inspect any vehicle driven for this purpose.



DR. JOHN HUGH GILLIS REGIONAL HIGH SCHOOL

105 Braemore Avenue
ANTIGONISH, NOVA SCOTIA
B2G 1L3

WANDA FOUGERE
Principal

Phone (902) 863-1620
Fax (902) 863-8284

September 1, 2017

Royal Canadian Mounted Police
4 Fairview Street
Antigonish, NS
B2G 1R3

Dear Sir/Madam:

The Dr. John Hugh Gillis Regional High School and the Strait Regional School Board encourage the participation of parents/guardians and members of our school community as volunteers in schools. Volunteers have a positive impact on student learning and school activities. They assist us in a number of capacities and a variety of activities that enable us to enrich the educational opportunities available to our students.

The Strait Regional School Board requires that all volunteers in schools must have a completed Criminal Records, including a Vulnerable Sector Check (formerly Criminal Record Check) and Child Abuse Register Check on File _____ has volunteered to assist our school and therefore requires a Criminal Records search. As such, we respectfully request that any fee associated with this service be waived and the results of the search be released per the terms of the waiver executed by the volunteer.

Thank you for your assistance with this request and for your support of students and the schools in the Strait Region.

Sincerely,

Wanda Fougere
Principal