



**Student Experience Office**  
CARLETON UNIVERSITY

Dear Sir/Madam:

**Re: Police Records Check**

Name:	
Position:	Peer Mentor
Event:	Carleton University First Year Connections Program
Date:	September 1st to October 23 <sup>rd</sup> , 2020

This letter confirms that the above mentioned student has a part time employment position for the First Year Connections program at Carleton University and will be interacting with first year students (who may be under the age of 18) and is required to obtain a valid police record check. As such please include and conduct a vulnerable sector screening. We trust this letter is sufficient to provide the check to this student.

Any information contained in the resulting report will not be released without explicit authorization from the bearer.

Should you have any questions or require further information, please do not hesitate to contact me. Thank you for your assistance in this matter.

Sincerely,

**Jeremy Brzozowski**  
Manager  
Student Experience Office  
Carleton University  
430 Tory Building  
Tel: (613) 520-2600 ext. 2426  
[Jeremy\\_Brzozowski@carleton.ca](mailto:Jeremy_Brzozowski@carleton.ca)  
[www.carleton.ca/seo](http://www.carleton.ca/seo)