



## COYOTE CREEK ELEMENTARY SCHOOL

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[www.surreyschools.ca/coyotecreek](http://www.surreyschools.ca/coyotecreek)

**Date:** October 7<sup>th</sup>, 2025

**To:** Surrey Police Service / Surrey RCMP  
Police Information Check Department  
10395 148 Street, Surrey, BC V3R 6S4

**Subject:** Request for Police Information Check and Vulnerable Sector Check for School Volunteer

**Regarding:**

Dear Sir/Madam,

I am writing to formally request a **Police Information Check**, including a **Vulnerable Sector Check**, for a volunteer who will be assisting at Coyote Creek Elementary school in Surrey, BC.

The volunteer will be working directly with a small group of children in a supervised educational setting. As per school district and provincial guidelines, it is essential that all individuals working with children undergo appropriate screening to ensure the safety and well-being of our students.

Please consider this letter as confirmation that the individual is volunteering in a role that involves working with vulnerable persons, and therefore qualifies for the **fee exemption** associated with volunteer Police Information Checks.

Should you require any additional documentation or verification, please do not hesitate to contact me directly.

Thank you for your attention to this matter and for your continued support in helping us maintain a safe learning environment.

Thank you kindly,

Larissa Hillen  
Principal

