MEMORANDUM TO: Directors of Education
Supervisory Officers and Secretary-Treasurers of School Authorities
Director of Provincial Schools

FROM: Gerry Treble, Team Leader

DATE: February 8, 2007

SUBJECT: Letters of Permission: Revisions to LOP Checklist and Sample Declaration Form

Attached you will find a revised Letters of Permission Checklist to be completed in the application process for Letters of Permission pursuant to s. 8(10) of the Education Act and O. Reg. 183/97 - Letters of Permission, as amended. The revised checklist will enable staff to work in a clear and efficient manner while working through the application process.

A Letter of Permission authorizes the school board to employ a specific person who is not a teacher to teach in an elementary or secondary school. School boards must apply for a Letter of Permission using Form 1, as set out in O.Reg. 183/97, if they wish to employ such a person.

Boards make requests for Letters of Permission to the Minister through the Regional Offices. The checklist and the authorized official’s signature on the Form 1 are declarations that proper steps have been followed to ascertain the availability of a certified teacher for the advertised position.

Effective March 30, 2007, the attached REVISED checklist must be used with new requests for Letters of Permission. An Education Officer from the London Regional Office will be in contact with the appropriate staff member(s) at your board to discuss the new checklist and to answer questions.

The changes in the checklist reflect updates to the language of advertising, both in print and online, and highlight the importance of performing thorough background checks on prospective board employees.
The attached declaration form is an example of a form that boards may use with prospective employees. This serves as a formal declaration on behalf of the prospective employee that they have not had a teaching certificate revoked or suspended in any jurisdiction.

If you require further information or clarification, please contact me at 1 800-265-4221 or 519 667-1440 extension 245. Thank you.

Original signed by

Gerry Treble
Team Leader
London Regional Office

Attachments:
LOP REVISED Checklist
LOP Sample Declaration Form