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

FROM: Monique Châteauvert,
Regional Manager

DATE: Friday, February 9, 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. This is pursuant to s. 8(10) of the Education Act and O. Reg. 183/97 - Letters of Permission, as amended. The revised checklist will enable your staff to complete the application process in a clear and efficient manner.

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 Ottawa 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. Further, they highlight the importance of performing thorough background checks on prospective board employees.
The attached declaration form serves as an example that boards may use with prospective employees. It is 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 Jacques Torjman, Education Officer, at 1-800-267-1067 or 613-225-9210, extension 136.

Sincerely,

Monique Châteauvert
Regional Manager

/Attachments:
LOP REVISED Checklist
LOP Sample Declaration Form