

WHY A CRIMINAL OFFENDER RECORDS INFORMATION (CORI) CHECK?

In order to protect the welfare of our students, and in accordance with the M.G.L. §.38R, all candidates for, and current occupants of, positions which have the potential for direct and unmonitored contact with WPS students, including, but not limited to teachers, teachers aides, school nurses, counselors, coaches or other extracurricular staff, supervisors, food service employees, custodians and transportation providers. This includes volunteers, interns, student teachers or other persons regularly offering support to any school program or facility, whether paid or unpaid. This CORI check will be done every three (3) years.

HOW DO I GAIN ENTRY TO A SCHOOL?

In order to be in the schools, individuals (students, faculty, and administrators) who are outside institutions must complete a registration process, as follows:

1. Fill out the CORI form on the reverse of this page so that a CORI check can be done by the Criminal History Systems Board in Boston. Return the form to:

**Human Resource Manager
Worcester Public Schools
20 Irving Street
Worcester, MA 01609**

The Worcester Public Schools will maintain a current data base of all applicants who have been approved or whose approval is pending which can be accessed by each school. An individual will be contacted *only* if there appears to be a problem with approval. All information is held in strictest confidence by the Human Resource Manager.

2. On the first visit to the school, verify CORI clearance. You will then complete a registration form which will be kept at the school. Orientation will be provided on-site at the individual school(s). A college ID must be worn at all times when in any Worcester Public School.

IS INFORMATION KEPT CONFIDENTIAL?

The CORI process is covered under Massachusetts Law and the statute contains language regarding confidentiality: ". . . any willful, unauthorized dissemination of the information may subject the offending agency or individual to a fine of \$5,000 and/or up to one year in a House of Correction, in addition to Civil penalties." Within the Worcester Public Schools, CORI information is kept in a confidential file. The Worcester Public Schools is very diligent in not releasing CORI information to anyone other than the specific individual on whom the CORI was conducted.

WORCESTER PUBLIC SCHOOLS



DR. JOHN E. DURKIN ADMINISTRATOR
20 IRVING STREET
WORCESTER, MASSACHUSETTS
508-799-3021
FAX 508-799-8280

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This request is submitted by: Dept./School/Collaborative _____

In order to ensure the security of the Worcester Public Schools, this district has been certified by the Criminal History Systems Board for access to all criminal record data. As an

applicant/employee/volunteer, for the position of _____
CORI (Criminal Offender Records Information) check will be conducted. Any information obtained will be kept confidential.

APPLICANT/EMPLOYEE INFORMATION (PLEASE PRINT)

LAST NAME	FIRST NAME	MIDDLE NAME
MAIDEN NAME OR ALIAS (IF APPLICABLE)		PLACE OF BIRTH
DATE OF BIRTH	SOCIAL SECURITY NUMBER	MOTHER'S MAIDEN NAME

FORMER ADDRESSES: _____

SEX: _____ HEIGHT: _____ ft. _____ in. WEIGHT: _____ EYE COLOR: _____

STATE DRIVER'S LICENSE NUMBER: _____

***THE ABOVE INFORMATION WAS VERIFIED BY REVIEWING THE FOLLOWING GOVERNMENT ISSUED PHOTOGRAPHIC IDENTIFICATION: _____

