

# WORCESTER PUBLIC SCHOOLS



Dr. John E. Durkin Administration Building  
20 Irving Street  
Worcester, Massachusetts 01609-2493  
Telephone: (508) 799-3021 Fax: (508) 799-8280

**WORPS  
CH 385  
G**

This request is submitted by: Department/ School/ Collaborative \_\_\_\_\_

## CORI REQUEST FORM

Worcester Public Schools has been certified by the Criminal History Systems Board for access to all criminal case data including conviction, non-conviction and pending. As an applicant/employee for the position of \_\_\_\_\_, I understand that a criminal record check will be conducted for convictions, non-convictions and pending criminal case information only and that it will not necessarily disqualify me. The information below is correct to the best of my knowledge.

\_\_\_\_\_  
Applicant/Employee Signature

### 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

Current and Former Addresses: \_\_\_\_\_

Sex: \_\_\_\_\_ Height: \_\_\_ ft. \_\_\_ in. Weight: \_\_\_\_\_ Eye Color: \_\_\_\_\_

State Driver's License Number: \_\_\_\_\_

**IN ORDER FOR THIS CORI TO BE PROCESSED, A COPY OF A MASSACHUSETTS ID MUST BE ATTACHED.**

\_\_\_\_\_  
PLEASE DO NOT WRITE BELOW THIS LINE

\*\*\*\*\*The above information was verified by reviewing the following form of government issued photographic Identification: \_\_\_\_\_

Requested by: \_\_\_\_\_  
Signature of CORI AUTHORIZED EMPLOYEE

## **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. c.71 §.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 or supervisors, food service employees, custodians and transportation providers. This also 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) from outside institutions must complete a registration process, as follows:

1. Fill out the CORI form on the reverse side 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 public school. An individual will be contacted **only** if there appears to be a problem with CORI 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 brief 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 strict language regarding confidentiality: "...any willful, unauthorized dissemination of the CORI 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.

The Worcester Public Schools is an Equal Opportunity/Affirmative Action Employer/Educational Institution and does not discriminate regardless of race, color, gender, age, religion, national origin, marital status, sexual orientation, disability, or homelessness. The Worcester Public Schools provides equal access to employment and the full range of general, occupational and vocational education programs. For more information relating to Equal Opportunity/Affirmative Action contact Stacey DeBoise Luster, Human Resource Manager, 20 Irving Street, Worcester, MA 01609. 508-799-3020. Please call the main office at the school if you would like this document translated into a language other than English.

Por favor, contate a secretaria central da escola caso deseje que este documento seja traduzido para o português.

Por favor, llame a la oficina central de la escuela si usted desea que este documento sea traducido al español.

Ju lutem telefononi zyren qendrore te shkolles ne se deshironi ta kini kete dokument te perkthyer ne nje gjuhe tjeter pervec Anglishtes

Xin gọi điện thoại cho văn phòng nhà trường nếu quý vị muốn tài liệu này được dịch ra một ngôn ngữ khác hơn tiếng Anh