

**BEDFORD PUBLIC SCHOOLS
BEDFORD, MASSACHUSETTS 01730**



To: Bedford Parents and Volunteers
From: Maureen LaCroix
Date: August 13, 2009
Re: Chapter 385 of the Acts of 2002 CORI Checks for School Volunteers

On November 26, 2002 Governor Jane Swift approved Chapter 385 of the Acts of 2002 entitled **"An Act Further Protecting Children."** This law is effective *February 25, 2003*. The law is pertinent to you and the Bedford Public Schools in terms of the requirements it imposes on volunteers in our schools. Essentially this law requires us to obtain updated CORI (Criminal Records Information) on *all school volunteers*.

You should know that prior to the enactment of this law, we have had CORI checks performed on all school employees. With this law, we must now ask all of our school volunteers to complete the same CORI check we have used for employees. With your signed permission form and a copy of your drivers license, we will submit your name to the Criminal History Systems Board. They will conduct the criminal records check and forward a report to our Personnel Office. This report will be reviewed by central office staff and kept on file. It will be used solely as a screening device to determine your eligibility as a volunteer.

As a school system, we have routinely and discretely conducted CORI checks for all employees. For us, the enactment of this law extends the application of the CORI requirement to our volunteer force. As a volunteer, you should know that the information we receive would be managed using the same care we apply to all personnel matters.

If you wish to continue as a volunteer in the schools, you must complete the CORI form that is available in the principal's office. We are on a three year cycle which means we redo all CORIs every three years no matter when they were first submitted during the previous three years. Please call Bev Marklis, with any questions you may have about the process.

Thanks for your assistance with this and for your many contributions to the Bedford Public Schools.

Attachment: CORI Form



BEDPS
CH385
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CHILD'S NAME _____

CORI REQUEST FORM

Bedford Public Schools have 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 conviction, non-conviction 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. Should there be a change in my status, it is my obligation to appraise the school district of this change.

PLEASE PROVIDE A COPY OF YOUR DRIVER'S LICENSE OR OTHER GOVERNMENT ISSUED PHOTO I.D.

(Prospective) Employee/Volunteer Signature

Last Name (Please Print) First Name Middle Name

Maiden Name or Alias (if applicable) Place of Birth Date of Birth

Social Security # (Requested but not Required) Sex Weight Height: (Ft. & In) Eye Color

Driver's License # Issuing State * ID Theft Index PIN (If Applicable)

I plan to work/volunteer at: (Please check all that apply)

- Bedford High School John Glenn Middle School Lane School Davis School

Current Address: _____

Former Address: _____

The above information was verified by reviewing the following form of government issued photographic identification:

Requested by: _____ School Office Please Initial

Superintendent of Schools

(Please complete reverse side of this form)

FOR OFFICE USE ONLY:

*The CHSB Identity Theft Index PIN Number is to be completed by those applicants that have been issued an Identity Theft Index PIN Number by the CHSB. Certified agencies are required to provide all applicants the opportunity to include this information to ensure the accuracy of the CORI Request process.

*All CORI request forms that include this field are required to be submitted to the CHSB via mail or by fax to 617-660-4614.

C.O.R.I. Requirements:

Employers/Administrator may ask the following series of questions:

1. Have you been convicted of a felony? Yes No
2. Have you been convicted of a misdemeanor within the past five years (other than a first conviction for any of the following misdemeanors: drunkenness, simple assault, speeding, minor traffic violations, or disturbance of the peace)? Yes No
3. Have you completed a period of incarceration within the past five years for any misdemeanor (other than a first conviction for any of the following misdemeanors: drunkenness, simple assault, speeding, minor traffic violations, or disturbance of the peace)? Yes No
4. If the answer to question number 3 above is "yes" please state whether you were convicted more than five years ago for any offense (other than a first conviction for any of the following misdemeanors: drunkenness, simple assault, speeding, minor traffic violations or disturbance of the peace)? Yes No
5. Have you ever been convicted (including crimes the record of which has been expunged, plead of "no contest" and/or pending cases which are presently continued without finding) of any crimes of violence against minors? Yes No
6. Have you ever been adjudged liable for civil penalties or damages involving sexual or physical abuse of children? Yes No
7. Are you the subject of any court order involving sexual or physical abuse of a minor?
 Yes No

initials of prospective employee/volunteer

Date