



Weston Public Schools
CORI Request Form

Human Resources Office
 89 Wellesley Street
 Weston, MA 02493

Procedure:	CORI Request Form	Revised Date:	May, 2012
Policy: WPS will follow all of the relevant laws and regulations that govern the school districts within the Commonwealth of Massachusetts and United States including specific policies of the Weston School Committee.			
The purpose of the CORI Request form is to conduct a criminal record check for conviction, non-conviction, and pending criminal information in the state for all individuals who may come in contact with students.			
Completed By:	All New Employees and every 3 years for current employees Parent Volunteers Contractors	Reviewed By:	Human Resources Assistant
Approved By:	Human Resources Director	Entered By:	Human Resources Assistant
Form Title:	CORI Request Form	Estimated Time Frame:	1 working day to enter, depending upon time of year may take up to 7 days to receive CORI results back
Process for Completion:			
<p>The law requires school systems to obtain criminal offender records information (CORI) on all employees and any other people who have unsupervised access to a child in a school setting.</p> <p>To complete a CORI Request form:</p> <ul style="list-style-type: none"> • Enter Last Name, First Name, Middle Name • Maiden Name or Alias and Mother's Maiden Name • DOB, Place of Birth, and social security Number (not required) • ID Theft Index Pin if applicable • Current and Former Address • Sex, Height, Weight, Eye Color • State Driver's License Number • Applicant/Employee Signature <p>Upon completion the Human Resources Assistant will:</p> <ul style="list-style-type: none"> • View identification and write in the form of identification presented (i.e. drivers license, passport) • Sign the form and make a copy of the identification • Attach the identification to the CORI Request Form • Electronically send the CORI information to the Criminal History Systems Board (CHSB) <p>A blank form is attached for use.</p>			
For additional information, please contact:			
Name:	Lisa Hollis	Email:	hollisl@weston.org
Phone:	781-786-5266	Fax:	781-786-5269
External URL:	www.westonschools.org		
Weston School Committee Policy:	Personnel, G; Arrangements for Professional Staff Substitutes, GCGB		

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WESTON
PUBLIC SCHOOLS

WESTON, MASSACHUSETTS 02493 • TEL 781-786-5201
FAX 781-786-5209

CORI REQUEST FORM

Weston 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 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.

Applicant/Employee Signature

APPLICANT/EMPLOYEE INFORMATION (PLEASE PRINT)

LAST NAME

FIRST NAME

MIDDLE NAME

MAIDEN NAME OR ALIAS (IF APPLICABLE)

MOTHER'S MAIDEN NAME

DATE OF BIRTH

PLACE OF BIRTH

_____-_____-_____
SOCIAL SECURITY NUMBER
(requested but not required)

*ID THEFT INDEX PIN IF APPLICABLE: _____
(for those who have been issued an Identity Theft Index pin number by the CHSB). *If an applicant has provided an Identity Theft PIN number on this form, mail ONLY forms with Identity Theft PIN numbers to DCJIS. All other CORI requests must be processed electronically through Web-CORI.

FORMER ADDRESSES: _____

CURRENT ADDRESS: _____

SEX: _____ **HEIGHT:** ___ft. ___in. **WEIGHT:** _____ **EYE COLOR:** _____

STATE DRIVER'S LICENSE NUMBER: _____

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

REQUESTED BY: _____
SIGNATURE OF CORI AUTHORIZED EMPLOYEE