

To: All Volunteers
From: Jo Ridgley
Re: Mandatory CORI Checks

Any person who volunteers at SHS (on or off the premises) must have a criminal background check. This also includes chaperoning field trips or events. This is mandated by the Roman Catholic Archdiocese of Boston. I am the coordinator of the CORI process at Sacred Hearts School.

The requirements this year are as follows:

- Each volunteer must provide a completed CORI form.
- Each volunteer must provide a government issued photographed identification to verify his or her identity (acceptable documents listed below).
- Your completed form must be brought to the school office **in person** and I must verify the information on the form with the photo id by June 19th or August 25th thru September 5. I can not guarantee a CORI submitted after these dates will be processed in time to volunteer for September or October events.

I can not process a CORI for individuals not living in Massachusetts. Those living in New Hampshire, please see the reverse side of this memo for directions in obtaining a CORI.

Examples of acceptable documents:

- Driver's license – MA or other state
- State, federal or local ID card with photograph
- U.S. Passport (current or expired)
- Certificate of U.S. Citizenship
- Certificate of Naturalization
- Current foreign passport
- Alien Registration Receipt Card with photograph
- School ID card with photograph
- Voter's Registration Card
- U.S. Military card or draft record
- Military dependent's ID card