

## **Burlington Public School**

### **Frequently Asked Questions about the CORI Process**

The CORI form may be obtained at the Burlington Public School Office of the Superintendent during business hours 8:00am to 4:00pm. Photo identification, such as a driver's license or a passport, is required to complete the process.

**Q. Where do I get the Form?**

*A. The CORI Form is at the Superintendent's Office. Click here for [directions](#) to the Administrative Offices.*

**Q. What do I bring to the Superintendent's Office to complete the form?**

*A. You must bring photo identification with you. It can be a driver's license, a passport or a college ID.*

**Q. How far in advance do I need to fill out the form if I plan to volunteer?**

*A. You need to complete the CORI information 10 days in advance.*

**Q. How will I know if I have "passed" the CORI?**

*A. If you do not receive a notice from the Superintendent's Office, you have "passed".*

**Q. How often do I have a CORI report done?**

*A. All current or prospective employees, volunteers, subcontractors, school bus drivers, and laborers commissioned by the school department who may have direct and unmonitored contact with children will have a criminal offenders records check conducted periodically, but not less than every three years.*