

June 2025

Dear Holy Name Parish School Family,

Each year we ask families to complete volunteer hours. To be eligible for *all* volunteer opportunities, parents must complete the CORI process. Parents need to complete the included form and return it in person to be verified with a photo ID. Each parent must submit an individual CORI form.

Holy Name is required to complete a background check on all volunteers. Even if you have completed the CORI process for another organization or for work, you must complete a CORI form. In order for your CORI to be processed, please print neatly and legibly so there will be no confusion of names and numbers. Be sure to fill the form completely with the requested information.

Forms must be presented in person to the office to verify CORI information. You must provide a government issued photographic identification to verify identity – MA license, U.S. passport, etc. The office personnel is required to verify your identification to see if the information on the CORI request form agrees with the information on the picture ID. All information (including signature) must be filled in. The last six digits of your social security number are required.

CORIs can be returned for verification at the following times:

- Friday, June 6th at 7:30 - 9 am (During Ambassadors Coffee)
- Monday, June 9th and Tuesday, June 10th from 7:30 - 9 am or 2 -3 pm
- Monday, June 16th through Wednesday, June 18th, 9:00 - 2:00 pm

The CORI process takes several weeks to complete. If the CORI forms are submitted after June 18th, they may not be cleared for volunteer opportunities at the start of the year. In addition to the CORI, parents must have taken the VIRTUS training to be eligible for all volunteer opportunities. VIRTUS training is a one time training. The Parish will be hosting VIRTUS training this summer. Dates and times will be announced.

Sincerely,

Daniel Chisholm

Principal