

Shawsheen Valley Technical High School

Cooperative Education Program

Workers' Compensation Insurance Information

Cooperative education students are required by state law to be covered by their employer's workers' compensation insurance policy as hourly wage employees. A current and active Certificate of Workers' Compensation Insurance must be forwarded by the employer's insurance agent to the school to be kept on file for the duration of the cooperative education placement.

Please have your insurance agent FAX (978-671-3819) or mail **Certificate of Workers' Compensation Insurance** to:

Mr. Richard Lavoie, Placement Counselor
Shawsheen Valley Technical High School
100 Cook Street
Billerica, MA 01821

Criminal Record Offender Information (CORI) Information

CORI checks are required by Massachusetts General Law in order to ensure that cooperative education students are placed in safe work-based learning environments.

The Employer/Supervisor of the cooperative education site, who may have unmonitored contact with the cooperative education student during their employment, is required by state law to have a Criminal Offender Record Check performed by the school district.

In order to have a CORI check performed, it will be necessary for the employer(s)/supervisor to stop by Shawsheen Tech's guidance office to fill out and sign a very brief CORI Request Form as well as present an acceptable form of government issued photographic identification, such as a driver's license, to the secretary.

Please contact the Shawsheen Placement Office at 978-671-3619 for additional information and/or clarification.

Thank you in advance for your cooperation in regard to both these legal requirements as we work together to protect the student while ensuring that the employer and school district meet their legal obligations.

Shawsheen Valley Technical High School admits students and makes available to them its advantages, privileges and courses of study without regard to race, color, sex, religion, national origin, sexual orientation or disability.