



Laurie Weber
Assistant Superintendent
Jason Martin
Director of Physical Plant
Cheryl E. Coogan
Director of Special Education
Linda Ide
Finance Controller

Craig Levis
Superintendent

1675 Flat River Road * Coventry, RI 02816
Tel. 401-822-9400 Fax: 401-822-9464
TTY: 1-800-745-5555

Don Cowart II
Director of Curriculum, Instruction &
Assessment
Dr. Lynne F. Burke
Director of Technology & Information Systems
Andi Riales
Human Resource Manager

Laurie J Weber

Assistant Superintendent
Coventry Public Schools
401-822-9400
weberlaurie@coventryschools.net

4th September 2016

Dear Parents and Volunteers,

Welcome Back to the 2016 school year. We are excited to have your children with us for another year of learning and exploration. We recognize that our partnership with you is essential to the success of our students. Know that we value the time you spend in our schools volunteering and welcome you in our schools.

In an effort to make the mandatory *background check process* easier for you we have made the following adjustments to the procedure.. You may now come to the *Administration building on any day between the hours of 7:30 - 3:30* to complete the background check paperwork. Come to the building at 1675 Flat River Road and ask for the Superintendent's secretary, Jen Carlos. She will have the forms and will notarize it for you.

If you would like to complete this process during your school's open house please report to the school at 6 pm and the staff will be available from 6:00 pm to 6:30. This will allow you to fully participate in the open house activities that will begin at 6:30.

Sincerely,

"Working Together To Improve Our Schools"

The Coventry School Department is an Affirmative Action/Equal Opportunity Employer and does not discriminate on the basis of age, color, sex, race, religion, sexual orientation, national origin, or disability

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**PLEASE LIST ALL STUDENTS ATTENDING SCHOOL IN COVENTRY
AND THEIR SCHOOLS**

Name _____ Student's Name _____
(Please Print or Type)

Relationship to Student: _____ School: _____

Maiden Name: _____ Additional Students & Their Schools

Date of Birth: _____

Address: _____

Phone No. _____

Disclaimer/Release

I am seeking to volunteer with Coventry Public Schools. I _____
hereby direct and authorize the Bureau of Criminal Identification of the Department of Attorney General for the State
of Rhode Island to make available to Coventry Public Schools any criminal record that the Bureau of Criminal
Identification has on file in reference to me.

I hereby waive and release any and all manner of actions, cause of actions, and demands of every kind, nature and
description, arising from any release of criminal records and requests therefrom, whatsoever against the State of Rhode
Island, Bureau of Criminal Identification, the Attorney General, and employees of the Attorney General's Office in
both law and equity which I may now have or in the future may have.

Signature of Applicant

Sworn to before me in the Town of Coventry, State of Rhode Island.

This _____ day of _____, _____.

Notary Public

My Commission Expires

NOTE: Copy of photo identification with date of birth must accompany this Disclaimer.

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