



Michael L. Convery, Superintendent of Schools
James H. Erinakes II, Asst. Superintendent
Susan J. Lyons, Special Education Director

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TTY: 1-800-745-5555

Robin M. Reasor, Finance Director
Brian Steverman, Physical Plant Director
Mary Lou Buonaccorsi, Human Resources Director

Date: _____

To Whom It May Concern:

Mr./Mrs./Ms. _____, SSN# _____, is being considered for a position within the Coventry School Department.

We ask that you do a State/National Criminal Background Check (including a finger print check) on the above named individual in accordance with Rhode Island General Law § 16-2-18.1 Criminal Records Revue.

You may forward the results to:

Coventry Public Schools
Human Resources Department
Attn: Andi Rioles
1675 Flat River Road
Coventry, RI 02816

If you should have any questions regarding this matter you may reach me at 822-9400, ext. 222.

Thank you for your assistance in this matter.

Sincerely,

ML Buonaccorsi

Mary Lou Buonaccorsi
Director of Human Resources

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“Working Together To Improve Our Schools”

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