

# The Public Schools of Dover and Sherborn

157 Farm Street  
Dover, MA 02030  
Phone: 508-785-0036 Fax: 508-785-2239  
[www.doversherborn.org](http://www.doversherborn.org)



Elizabeth M. McCoy, Superintendent  
Denton Conklin, Assistant Superintendent

Dawn Fattore, Business Administrator  
Kate McCarthy, Director of Student Services

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## Welcome to Dover/Sherborn Schools

Please complete, sign and return to the Administration Building all of the enclosed papers. If you wish to enroll in one of our health plans, dental plan or if you wish to have the Boston Mutual Life Insurance Policy, please contact the appropriate personnel handling your school:

***Dover-Sherborn High School*** Tracey DeFlaminio or Dawn Fattore  
***Dover-Sherborn Middle School*** Dover/Sherborn Administration Building

***Chickering School*** Kyle Banoey, Treasurer  
Dover Town Hall, 5 Springdale Avenue, Dover  
508-785-0032 x227

***Pine Hill School*** Debbie Reynolds, Sherborn Town Offices  
19 Washington Street, Sherborn  
508-651-7859

### The following papers are required:

1. Birth Certificate (for retirement purposes)
2. Social Security Card (the name as it appears on the card will be on your payroll checks)
3. Teaching staff - a copy of your teaching certificate and transcript.
4. Verification (Form I-9) of Employment Eligibility. Please bring two identifications - birth certificate or original social security card **and** your valid driver's license, or a valid passport.
5. CORI – a criminal background check
6. SAFIS Fingerprinting Receipt
7. Completed **HIRD** Form **or** Health Insurance Choice (EPO's-Harvard Pilgrim, Tufts, Network Blue, PPO's – Harvard Pilgrim and Tufts) More detailed information on insurance plans can be found on our website [www.doversherborn.org](http://www.doversherborn.org) under district office, human resource, benefit information..
8. If you are plan on taking family health insurance and you are married we need a copy of marriage certificate, if you have children we will need their social security numbers and/or adoption papers.

Please return the above-mentioned forms and papers to the Administration Building as soon as possible to ensure your being included on the payroll with the proper deductions.