

Jill A. Davis  
Superintendent-Director

Michael R.H. Barton  
Assistant Superintendent-Principal

William J. Collins  
Superintendent-Emeritus



## GREATER LOWELL TECHNICAL HIGH SCHOOL

SCHOOL COMMITTEE  
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Curtis J. LeMay  
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Dear Employer:

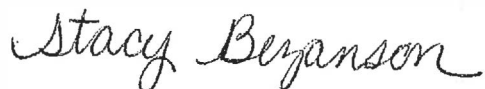
It is great to hear you are interested in partnering with Greater Lowell Technical High School and the Co-op Program. Our students work on Co-op for employers who can ensure they receive a minimum of **30 hours/week (and 6 hrs/day)** every other week during their regular scheduled shop week. Cooperating employers pay our student the going rate for an entry level employee no less than the Mass State Minimum Wage. In addition, Massachusetts State Law requires the following information from all cooperating employers:

- CORI check on any individual who will be working with our students on a one-to-one basis. This is usually the supervisor or foreman that will be working with our student. (attached)
- Certificate of Liability (COI) indicating your Workers Compensation Coverage (please provide)
- Cooperative Education Employer Agreement (attached)

Attached, you will find the necessary documentation to get started. You will find a **MA CORI form** that requires **a copy of your driver's license**. The CORIs are good for three years. The CORI forms will need to be collected in original format. Please let me know if you have any questions as my contact information is at the bottom of the email.

Again, we would be very proud to have you as a Co-op partner with our Cooperative Education Department. Looking forward to partnering with you.

Thank you,



Stacy Bezanson  
Cooperative Education Placement Director

Enclosure

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