

The Public Schools of Dover and Sherborn

157 Farm Street
Dover, MA 02030
Phone: 508-785-0036 Fax: 508-785-2239
www.doversherborn.org



Elizabeth M. McCoy, Superintendent
Denton Conklin, Assistant Superintendent

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

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 Regional (High School & Middle School)

Tracey DeFlaminio or Dawn Fattore
Dover/Sherborn Administration Building

Chickering Elementary School

Robin Tusino, Director of Human Resources,
Dover Town Hall, 5 Springdale Avenue, Dover
Ph: 508-785-0032 x247 or
rtusino@doverma.gov

Pine Hill Elementary 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 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.