



# WESTPORT COMMUNITY SCHOOLS

## Office of Human Resources

**To:** Employee(s), Student Teacher(s), Substitute(s), and Subcontractor(s)

**RE:** Background Checks Law

**From:** Kristin McDaniel, Human Resources

As you are aware on January 10, 2013, Governor Patrick signed Chapter 459 of the Acts of 2012, "An Act Relative to Background Checks." As previously notified, all employees for public schools must complete a Federal Background Check by way of fingerprint in addition to a CORI check.

The Statewide Applicant Fingerprint Identification Services (SAFIS) MorphoTrust USA IndentoGo™ registration website is available beginning today for applicants to begin scheduling fingerprinting appointments.

Please find attached for your review the SAFIS Registration Guide for Pre-K-12th Grade Education (ESE). In addition, please find attached a copy of SAFIS Form 004: How to Change, Correct, or Update Your National Criminal History Record Response.

**You will be required to provide Westport Community Schools ESE Organization Code: 03310000** (Substitutes, Student Teachers, and Subcontractors may provide up to 10 districts organization codes to eliminate the need to pay the fee multiple times).

Unlike state CORI checks that have no associated fee, *individuals* will pay a fee to comply with this requirement that ranges from up to \$35 for non-licensed employees to up to \$55 for DESE license-holders (including those with pending applications/license).

Substitute teachers are school employees under the new law and, therefore, must submit their fingerprints for the state and national checks. If substitute teachers hold educator licenses issued under G.L. c. 71, § 38G, they will pay a fee up to \$55; otherwise, they will pay a fee up to \$35.

Westport Community Schools Human Resources Office will notify all employees to any changes that should occur. For more information, please visit:

<https://www.mass.gov/doc/safis-frequently-asked-questions/download> or  
<http://www.malegislature.gov/Laws/SessionLaws/Acts/2012/Chapter459>