

Monomoy Regional School District

Dr. Scott Carpenter

Superintendent

Dr. Robin Millen

Director of Curriculum, Instruction and Assessment

Melissa Maguire

Director of Student Services



Michael MacMillan

Business Manager

Paul G. Donlan

Treasurer

To Monomoy Staff, Substitutes, Coaches and On-Call Employees:

On January 10, 2013, Massachusetts signed into law a bill that requires fingerprint-based criminal background checks on public and private school employees in Massachusetts. (Chapter 459, Acts of 2012, H.B. 4307 Mass. 2013). Our district will strictly adhere to this law, requiring all of our employees, substitutes, coaches, advisors, and volunteer staff to be fingerprinted prior to working in the district.

The fee is \$55.00 for licensed educators and \$35.00 for all other school employees. Fingerprinting is a mandatory condition of employment.

All employees will be asked to make an appointment to be fingerprinted and complete the process before they begin working. You will need to register for an appointment on the website listed below as you must have an appointment to be fingerprinted at the location. They do not take walk-in appointments. When you make an appointment you should have your **Monomoy provider ID# 07120000** for registration.

- 1) Go to <http://www.identogo.com>
- 2) Enter your zip code or state in the boxes provided
- 3) Click on Digital Fingerprinting
- 4) Register for In-State Digital Fingerprinting Services
- 5) Choose Pre-K-12th Grade Education (ESE) from the drop-down menu Agency/Sector then click GO and Confirm Yes
- 6) Select either Licensed Educator or All Other School Personnel
- 7) Confirm that your entries are correct
- 8) Enter the Provider ID #07120000
- 9) Confirm that it shows Monomoy Regional School District - Save & Continue **OR**
- 10) You may also add additional providers if you have the provider number
- 11) Enter your zip code or region
- 12) A list will be provided of the dates and locations closest to your zip code
- 13) Click on the Click to Schedule link for the date and location you want
- 14) Select the preferred time, click GO
- 15) Enter your Date of Birth and Agree that you are 18 years of age
- 16) Complete the application with your personal information and proceed to the next section
- 17) Review that your information is correct and hit GO
- 18) Please indicate the payment method that you will bring with you at the time of fingerprinting
- 19) Print / Save PDF registration confirmation.

Thank you for your cooperation!