



MEMORANDUM

TO: New DS Employees
RE: Criminal Background Checks for School Employees

Welcome to Dover-Sherborn Public Schools.



In January 2013, Governor Patrick signed Chapter 459 of the Acts of 2012, “An Act Relative to Background Checks.”

(<http://www.malegislature.gov/Laws/SessionLaws/Acts/2012/Chapter459>). This new law expands what public, private, and parochial schools, including approved private special education schools and child care facilities, already do in conducting state CORI checks on all employees at least once every three years. It creates a national criminal database check for all school employees and contractor employees. All **newly hired** school employees, including educators, maintenance staff, cafeteria workers, bus drivers, and employees of contractors who work in the schools and may have direct and unmonitored contact with children are currently required to complete the new national background check. Volunteers at schools will continue to be required to submit to state CORI checks at least once every three years, as currently required by statute, but will not be required to submit fingerprints for the national checks.



The following information has been provided to us from the Massachusetts Executive Office of Public Safety and Security on what new employees need to do to be fingerprinted. Please read through the Registration Guide located on the DS website under District Offices – Human Resources – Criminal Background Check, before you register for an appointment to have your fingerprints taken. 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 license-holders.

The Statewide Applicant Fingerprint Identification Services (SAFIS) MorphoTrust USA IndentoGo™ registration website is now available for all employees to begin scheduling fingerprinting appointments. The link below provides information on how to begin the process of being fingerprinted. You will need your respective school code to register. The codes are:

| <u>District</u> | <u>School(s)</u> | <u>Code</u> |
|------------------------------|------------------------------|-------------|
| Dover Public Schools | Chickering Elementary School | 00780000 |
| Sherborn Public Schools | Pine Hill School | 02690000 |
| Dover-Sherborn Reg'l Schools | DS High or Middle Schools | 06550000 |

(See other side)

Please visit <http://www.identogo.com/FP/Massachusetts.aspx> to register.

MorphoTrust USA IndentoGo™ enrollment centers are available in the following communities:

- ✓ Beverly
- ✓ Billerica
- ✓ Boston
- ✓ Bourne
- ✓ Brockton
- ✓ Chatham
- ✓ Dorchester
- ✓ Fall River
- ✓ Framingham
- ✓ Greenfield
- ✓ Leominster
- ✓ Martha's Vineyard
- ✓ Milford
- ✓ Nantucket
- ✓ Pittsfield
- ✓ Plymouth
- ✓ Raynham
- ✓ Springfield
- ✓ Tewksbury
- ✓ Westport
- ✓ Weymouth
- ✓ Worcester

Additional details regarding the locations, including hours of operation, are available on the registration website. The Commonwealth continues to work with our fingerprinting vendor, MorphoTrust USA IndentoGo™, to set up an additional enrollment centers across the state.

At the completion of the fingerprint enrollment appointment, the MorphoTrust USA IndentoGo™ enrollment agent will give you a receipt. Individuals who were fingerprinted should provide a copy of that receipt to Cheryl Ingersoll, Administrative Assistant to the Superintendent. The receipt will provide Dover-Sherborn Public Schools with confirmation that the fingerprints were captured and will also include important reference information should you need assistance from the Massachusetts Department of Criminal Justice Information Services (DCJIS). This must be completed before you can begin your employment with Dover-Sherborn Public Schools.

Thank you for your continued cooperation in this important initiative. If you have any questions please feel free to contact my administrative assistant, Diane McCrobie, at mccrobied@doversherborn.org.