

Fingerprinting

Persons wishing to be employed within a school district must be fingerprinted, consistent with Education Law §§ 305(30) & 305(33).

Caledonia-Mumford School District uses the NY State Education Department TEACH system for instantaneous access to information regarding Certification, Fingerprinting, and Clearance for Employment.

Registering with the TEACH On-line System

The TEACH system website is www.highered.nysed.gov/tcert/teach/

Mid-page, click on the left box titled 'Create a NY.gov TEACH account.

Follow the directions from that point.

Fingerprinting

Caledonia-Mumford School District utilizes the MorphoTrust system for digital fingerprinting.

Step 1 An appointment for fingerprinting needs to be made. You can do this electronically by accessing the website at www.identogo.com or by calling (877)-472-6915. You will need a service code when you begin to schedule an appointment.

The service code(s) are listed below:

For Employee – 14ZGR7

For Certification (for teachers) – 14ZGQT

You will need to select your location for fingerprinting before you schedule your appointment. The locations are listed on the website.

Step 2 The total fee for fingerprinting is approximately **\$102.00**. Payment is made at the time of your appointment by a check/credit card/money order.

You **MUST** provide two forms of identification at your appointment. At least one form of identification must contain a photo.

Step 3 Please contact Mrs. Susan Voos, Caledonia-Mumford School District at (585) 538-3400 **once your fingerprinting is completed.**

Mrs. Voos will need your SS# in order to check your clearance on the State Website.