



# Carlisle Public Schools

83 School Street Carlisle, MA 01741 Phone: 978-369-6550 Fax: 978-371-2400

*Academic Excellence*

*Creativity*

*Respect*

*Responsibility*

On January 10, 2013, Governor Deval Patrick signed into law G.L. Chapter 459 of the Acts of 2012, An Act Relative to Background Checks. The new law requires all school employees in Massachusetts to submit to national fingerprint-based criminal background checks in addition to state CORI checks.

As a new employee of the Carlisle School District, you will be required to have a national criminal background check by submitting your fingerprints before beginning work. Procedures have been established by the Department of Elementary and Secondary Education for taking fingerprints, submitting them to the national database and returning reports to school employers. Your employment in the Carlisle School District is conditional upon completion and assessment of a national criminal background check, in addition to the statewide CORI check.

The following website gives the location and hours of fingerprint centers, and you may go to any convenient location:

<http://www.identogo.com/FP/Massachusetts.aspx>

There is a link on the website listed above to forms and links. If you click on that link, you will see a list of documents with additional information. The document applicable to public schools is ***SAFIS Registration Guide: Massachusetts Department of Elementary and Secondary Education***. The following is a direct link to this guide:

<http://www.l1enrollment.com/state/forms/ma/5323798140bf9>.

The school code for Carlisle is 00510025, and this code is required in order to register for your appointment. We have found that it is a good idea to take this code with you to the appointment in case it is needed for verification. As long as you use the correct school code, your fingerprint report will be sent directly to the school.

Thank you for taking care of this important requirement prior to beginning work in Carlisle.