



**SOUTH HADLEY PUBLIC SCHOOLS
OFFICE OF THE SUPERINTENDENT**

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Superintendent of Schools

**Fingerprint/Background Checks Required for School Employees
Checks Made for Non-Criminal Justice Purposes
Criminal History Record Information (CHRI)**

On January 10, 2013, Governor Deval Patrick signed into law H.4307, an act relative to background checks. The new law requires all newly hired employees, beginning in the 2013-2014 school year, to submit to state and national fingerprint-based criminal background checks. A system has now been put into place to conduct a national fingerprint criminal background check. Both the Massachusetts CORI and national criminal background check are considered pre-qualifications to any offer of employment. If you have questions or want to make an appointment you can call Morpho Trust's customer service line (866-349-8130) or try <https://ma.ibtfingerprint.com/> for an appointment.

Fingerprinting Procedures

- A person will log into a secure website and select an appointment date and location. (After completing the process, you will be prompted to pay. Applicants have 2 options, pay online via a credit card or elect to pay at the appointment via bank check or money order.) You may also register via phone.
- Individuals must know the district ID to register. (see below)

Use the 8- digit DESE organizational code. Employees working at a single school can use the appropriate school code; employees working at multiple schools or in the central office can use the district code.

District	#02780000	High	#02780505	Skala	#02780015
Code	ESE	Middle	#02780305	Mosier	#02780020

- The district must log a suitability determination on all individuals fingerprinted regardless of whether or not they have a record.
- If the individual has a two-year gap in between employment or moves out of state for 3 months or more suitability cannot be considered.

Answers To Frequently Asked Questions:

What is the fee? Can we be billed?

If you hold a DESE educator's license, the fee is \$55, whether or not a license is required for employment. If you do not hold a DESE educator's license, the fee is \$35. Payment must be made by the employee at the time of registration.

How long does it take to get the results back?

Results of state and national fingerprint-based criminal record checks are normally available within 72 hours.

Do student teachers and interns need to be checked?

Yes, if the school or district determines that they "may have direct and unmonitored contact with children".

If an employee has been previously fingerprinted for another Massachusetts school or district, can we get a copy of the results sent to us?

You cannot get the detailed results from the previous background check, but you may be able to request a copy of the other school's suitability determination and rely on that.

Can I use my background check from another state or from another background check conducted in Massachusetts (e.g., firearms license)?

Under federal and state law, fingerprint-based criminal history records obtained for one purpose/under one authority (i.e., for a firearms license or for a record check in another state) cannot be disseminated outside the original receiving entity. This includes not only any criminal history information but also the actual fingerprints themselves. Everyone must undergo a new fingerprint-based background check for each agency that requires you to do so.

If you have already had your fingerprints taken for a different school district you do not have to have them done again. Please request the other school district send us a "suitability determination". This must be done before you begin working for the South Hadley School District.