

HUMAN RESOURCES DEPARTMENT

TO: Weston Public Schools Prospective Employees
FROM: Human Resources Department
RE: Massachusetts Law: Criminal History Checks for School Employees

Welcome to the Weston Public Schools! You are receiving this memo in preparation for your appointment to be hired into the district. Effective July 1, 2013, all school employees are required to submit fingerprints for the national criminal background check. Prior to your scheduled meeting with Human Resources, you will need to make an appointment to schedule your fingerprint session. Please bring to your Human Resources appointment one of the following:

- A copy of your confirmed appointment to have your fingerprints taken, or
- A copy of your receipt that fingerprints have already been taken

Please read through this information before you register for an appointment to have your fingerprints taken.

If you have had your fingerprints taken and your criminal history report has already been received by another school district, you do not have to submit to an additional fingerprint session. You can request that the most recent public-school district provide the Human Resources Office with a Suitability Determination Form that is completed and signed by an authorized individual in that district.

The fingerprinting process requires two steps. The first step is to register online to schedule an appointment to have your fingerprints taken. The second step requires you to go to a location to physically have your fingerprints taken. The registration is not difficult and will take you about 15 minutes.

- Prior to your meeting with Human Resources, please visit: <http://www.identogo.com/FP/Massachusetts.aspx> (MorphoTrust USA IndentoGO enrollment centers) to register for a date, time and location to have your fingerprints taken.
- While the current locations to have your fingerprints are limited, new sites are being added every month. When you go online, you will find all the locations of the fingerprint centers.
- While these sites may not be convenient for you, they offer evening and Saturday appointments as well as day time appointments.
- When you are asked to provide a "Provider ID," please use Weston's ID: **03300000**.
- The fee is \$55 for staff who hold a position which requires a DESE license and \$35 for those who hold positions that do not require a DESE license. You can pay with a credit card while online or pay by check at the time of your appointment. (Cash is not accepted)
- Please print the confirmation page and note the type of identification you will need to bring with you to the fingerprinting center.

If you are a substitute teacher, bus driver, coach, food service worker or hold any other position where you may also work simultaneously in another public-school district, you may select up to 10 other districts where you would like to have your criminal history report sent. You will need to have the Provider ID code to those other districts prior to registering for an appointment. This will require that you call the Human Resources office of those other districts to get their code.

Thank you very much for your cooperation in securing a timely appointment for the national criminal background check. If you have any questions, please feel free to contact Human Resources at (781)786-5260.

For more information about the national criminal background checks, you may visit the following websites:
<http://www.mass.gov/eopss/> Massachusetts Executive Office of Public Safety and Security <http://www.doe.mass.edu/>
Massachusetts Department of Elementary and Secondary Education.