



NORTON PUBLIC SCHOOLS

MEMO

TO: All Norton Public Schools Employees

FROM: Joseph Baeta, Superintendent

SUBJECT: Mandated Fingerprinting Requirement

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 as a condition of employment.

Unlike state CORI checks that have no associated fee, the fee charge for running the national checks will be \$55 for school employees licensed under Section 38G (licensed educators and specialists) and \$35 for all others (i.e., school administrative assistants, cafeteria workers, custodians, bus drivers, etc.), as well as EEC-licensed early educators, substitute teachers and childcare providers. As is the case in almost every other state that conducts fingerprint-based state and national criminal history checks, the fee will be paid by the individual employee or educator/provider.

Please visit <http://www.identogo.com/FP/Massachusetts.aspx> to begin the process and to register for a date, time and location to have your fingerprints taken. Results will be forwarded directly to the Central Office.

Once you are on the IdentGo website, select "Digital Fingerprinting". Select Schedule a New Appointment under Fingerprinting & Enrollment Services/For New Appointments. Under Application Details select from dropdown list **Pre-K-12th Grade Education ESE**. Select Licensed Educator or All Other School Personnel. Confirm agency and then provide ID Code for Norton Public Schools: **02180000**. Substitutes, interns, student teachers and subcontractors, etc. may provide up to ten district organization codes to eliminate the need to pay the fee multiple times. Continue process by selecting a location, etc.

Please note, if you have already been fingerprinted for employment purposes at another Massachusetts public school, you can contact that district's central office to request that a "Suitability Determination" form be sent to the Norton Public Schools. We will accept this form as proof that you have adhered to the fingerprinting requirement. This form must be received by our office prior to your start date.

Any questions concerning this procedure can be directed to the Norton Public Schools Central Office.