



HUMAN RESOURCES
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Jennifer Willard, *Director of Human Resources*
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October 27, 2014

To: Westfield Public School Employees – Pre- July 2013

From: Jennifer Willard
Director of Human Resources

Re: Massachusetts Law: Criminal Checks for School Employees

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. The state has the system up and running and is ready to start fingerprinting pre- July 2013 employees. ***This memo is your notification that you must make an appointment to schedule your fingerprint session according to the staggered dates below.*** If you cannot get your fingerprints taken in the time period allotted for your last name, please contact the Human Resources Office at 413.572.6550 ***prior to the beginning of your staggered time.*** A copy of your receipt indicating the date your fingerprints were taken **MUST** be delivered or mailed to the Human Resources office.

A-D October 2014 through March 2015
E-K April 2015 through August 2015
L-P August 2015 through December 2015
Q-Z January 2016 through May 2016

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 may have a Suitability Determination Form completed and signed by an authorized individual in that district. Once you obtain the necessary information, you must return the form to the Human Resources office.

This memo contains two specific pieces of information: provider IDs and “Applicant Employer Information.” To access the Registration Guide for additional information, please refer to the “Fingerprinting Support” link in the Human Resources section of our website. *Please read through the Registration Guide before you register for an appointment to have your fingerprints taken.*

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. While the following looks daunting, the registration is not difficult and will take you about 15 minutes.

- Please visit <http://www.identogo.com/BookanAppointment.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 in town, they offer evening and Saturday appointments as well as day time appointments.
- When you are asked to provide a “Provider ID,” please use the following codes for the school you work in the most:
 - Abner Gibbs 03250020
 - Fort Meadow Early Childhood Center 03250003
 - Franklin Avenue 03250015
 - Highland Avenue 03250025
 - Juniper Park 03250055
 - Munger Hill 03250033

- o North Middle School 03250305
- o Paper Mill 03250036
- o South Middle School 03250310
- o Southampton Road 03250040
- o Westfield High School 03250505
- o Westfield Vocational Technical High 03250605
- o District 03250000

When you are asked about “Applicant Employer Information” please complete the screen as follows:

Applicant Employer Information

Employer Name Westfield Public Schools		Employer Phone 413-572-6550	
Number 94	Direction ▼	Street Name North Elm Street	Apt/Unit # Suite 101
Country UNITED STATES ▼	Employer City Westfield	Employer State Massachusetts ▼	Employer Zip 01085
Employer Contact Name			
PreFix Ms. ▼	First Name Jennifer	Middle Name 	Last Name Willard
Suffix. ▼			
Occupation Director of Human Resources			

- 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 when you arrive to the fingerprint center. (Cash is not accepted)
- Please print the confirmation page and note the identification you will need to bring with you to the fingerprinting center.

If you are a substitute, bus driver, 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. The same logic applies to a teacher or administrator who is hired by Westfield who works in another school district, such as a coaching position.

If you have any questions, please feel free to contact Anne Larkham at 413-572-6550.

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