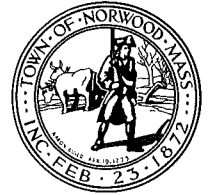


NORWOOD PUBLIC SCHOOLS



ADMINISTRATIVE OFFICES • JAMES R. SAVAGE EDUCATIONAL CENTER

P.O. BOX 67, 275 PROSPECT STREET, NORWOOD, MA 02062

TEL. (781) 762-6804 Ext. 5819

FAX (781) 762-0229

VOICE/TTY - Use Phone Relay

JAMES HAYDEN
Superintendent of Schools

ALEXANDER WYETH, Ed.D.
Assistant Superintendent for Curriculum,
Instruction & Assessment

Date: October, 2014
To: Staff Members,
From: James Hayden, Superintendent of Schools
Re: Massachusetts Law: Criminal History Checks for School Employees

Effective July 1, 2013, all school employees are required to submit fingerprints for the national criminal background check. This past year the Commonwealth of Massachusetts built a verification system with a vendor (MorphoTrust USA) who has set up storefront screening locations across the state. I am writing to you at this time to notify you that you need to complete the process outlined below. All new hires will complete their background checks before they start their position and existing staff will be screened in stages over the course of next two school years.

The fingerprint process requires two steps. The first step is to register online for 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, I have registered myself and it is not very difficult and will take you about 10 minutes.

1. Visit www.identogo.com (MorphoTrust USA IndentoGo enrollment centers) to register for a date, time and location to have your fingerprints taken.
2. When you go online you will find a list of fingerprint centers and their times of operation. There are evening and Saturday appointments as well as day time slots available.
3. Every School and every Job classification in the Norwood Public Schools should use **Pre-K-12th Grade Education (ESE)** as their Agency/Sector classification.
4. When you are asked to fill in a "Provider ID" please use the following codes for the school you work in the most. District level employees or bus drivers will use the Norwood district ID.

<u>High School</u>	<u>02200505</u>
<u>Coakley Middle School</u>	<u>02200305</u>
<u>Balch School</u>	<u>02200005</u>
<u>Callahan School</u>	<u>02200010</u>
<u>Cleveland School</u>	<u>02200015</u>
<u>Oldham School</u>	<u>02200020</u>
<u>Prescott School</u>	<u>02200025</u>
<u>Willett School</u>	<u>02200075</u>
<u>Norwood District</u>	<u>02200000</u>

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

Applicant Employer Information

Employer Name

Norwood Public Schools

Employer Phone

781-440-5819

Number

275

Direction

Street Name

Prospect Street

Apt/Unit #

Country

UNITED STATES

Employer City

Norwood

Employer State

Massachusetts

Employer Zip

02062

Employer Contact Name

PreFix

Mr.

First Name

James

Middle Name

Last Name

Hayden

Suffix

Occupation

Superintendent of Schools

After You Have Entered All Required Information ---->

5. The fee is \$55 for staff who hold a position which requires a DESE license and \$35 for those who hold positions in the Norwood Public Schools 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.
6. 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 teacher, 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 of those other districts prior to registering for an appointment. You can contact the Human Resource office for those other districts or consult the DESE website for school codes. This same logic also applies to a teacher or administrator who is being hired in Norwood who works in another school district, such as a coaching position. The additional codes must be entered when you register and cannot be done at a later date without incurring an additional fee.

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 Priscilla Reardon in the Superintendent's Office at 781-440-5819 or Kathy Cyryca in the Human Resources Office at 718-440-5847.

For more information about the national criminal background checks, you may visit the following websites:
Massachusetts Executive Office of Public Safety and Security
Massachusetts Department of Elementary and Secondary Education