



Leicester Public Schools
Office of the Superintendent
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To: New Employee

Subject: Mandatory National Criminal Background Check (Fingerprinting Program)

Date: January 3, 2017

The Massachusetts Department of Elementary and Secondary Education (DESE) has initiated a Statewide Applicant Fingerprint Identification System (SAFIS) to implement the Massachusetts law, which requires school employees who may have direct and unmonitored contact with children to undergo fingerprint-based criminal background checks.

The Statewide Applicant Fingerprint Identification Services (SAFIS) is being implemented by a company, MorphoTrust USA IndentoGo™. They have instituted a registration website that is available for all employees to schedule fingerprinting appointments. That website is <http://www.identogo.com/FP/Massachusetts.aspx>.

There is a \$55 fee for the fingerprint-based background check for licensed educators. Fees for unlicensed personnel are \$35.

It is your responsibility to schedule a fingerprinting appointment. There are two important documents posted in the forms section of the website: the SAFIS Registration Guide for PreK-12th Grade Education (DESE), and SAFIS Form 004: How to Change, Correct, or Update Your National Criminal History Record Response. **You will also need to provide the 8-digit DESE organizational code for your specific school, which you will use as the Provider ID during the registration process. The DESE code for the Leicester School District is 01510000.**

At the completion of your fingerprinting appointment, the MorphoTrust USA IndentoGo™ enrollment agent will give you a receipt. Please provide a copy of that receipt to Lisa Martinelli in Central Office. The receipt will provide the district with confirmation that the fingerprints were captured and will also include important reference information should you need assistance from the Massachusetts Department of Criminal Justice Information Services (DCJIS). **If you have fingerprint results on record with a previous employer, please have a 'Suitability Determination Letter' emailed to Lisa Martinelli at the email address below.**

Additional information can be found on these links:

<http://www.mass.gov/edu/2013newsupdates/frequently-asked-questions-regarding-background-checks.html>

<http://www.malegislature.gov/Laws/SessionLaws/Acts/2012/Chapter459>

If you have any questions, please contact Lisa Martinelli at 508-892-7040 or martinellil@lpsma.net.

Sincerely,
Judy Paolucci, Ph.D.
Superintendent of Schools