

Grafton Public Schools

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TO: All Grafton Public Schools Staff
FROM: Jay Cummings, Superintendent of Schools

RE: Background Checks (Fingerprinting) Law

In 2013, the Governor signed into law the requirement for all public school employees to have a one-time national criminal background check. Unlike CORI, this check will examine criminal activity in all states including Massachusetts.

The national criminal background check requires all Grafton Public School employees to schedule an appointment to go to one of eight statewide locations to be fingerprinted. The fingerprints will be sent to the FBI and a report will be sent to the Criminal Justice Information Service. The final report will be sent to the central office for review.

Fingerprinting Process:

The Statewide Applicant Fingerprint Identification Services (SAFIS) MorphoTrust USA IndentoGo™ registration website is now available for employees to begin scheduling their own fingerprinting appointments. Please visit <http://www.identogo.com/FP/Massachusetts.aspx> to register.

You will be required to provide the **Grafton Public Schools DESE Organization Code: 01100000** (Substitutes, Student Teachers, and Subcontractors may provide up to 10 districts organization codes to eliminate the need to pay the fee multiple times).

Unlike state CORI checks that have no associated fee, *individuals* will pay a fee to comply with this requirement that ranges from \$35 for non-licensed employees, up to \$55 for DESE license-holders (including those with pending applications/license). Substitute teachers are school employees under the new law and, therefore, must submit their fingerprints for the state and national checks. If substitute teachers hold educator licenses issued under G.L. c. 71, § 38G, they will pay a fee of up to \$55; otherwise, they will pay a fee of up to \$35. Employees are fully responsible for all costs associated with fingerprinting.

If you have had fingerprinting done for another school district, you may request a Letter of Suitability from that district. All Letters of Suitability should be forwarded to Lynn Leofanti at LeofantiL@grafton.k12.ma.us

For more information please visit:

<http://www.mass.gov/edu/2013newsupdates/frequently-asked-questions-regarding-background-checks.html> or <http://www.malegislature.gov/Laws/SessionLaws/Acts/2012/Chapter459>

Please contact Lynn Leofanti at (508) 839-5421 x 1012, if you require further assistance.