



The Northbridge Public Schools Town of Northbridge

87 Linwood Avenue, Whitinsville, Massachusetts 01588 (508) 234-8156 FAX (508) 234-8469 www.nps.org

Amy McKinstry, Superintendent of Schools
Jill Healy, Director of Curriculum and Instruction

Melissa Walker, Director of Business and Finance
Kate Ryan Vokes, Director of Pupil Personnel Services

FINGERPRINTING INFORMATION SHEET

As you may be aware, on January 10, 2013, Governor Patrick signed Chapter 459 of the Acts of 2012, "An Act Relative to Background Checks." Under this law, all employees in public schools must complete a Federal Background Check by way of fingerprints in addition to a CORI check.

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 Northbridge Public Schools DESE Organization Code: 02140000 (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.

At the completion of the fingerprint enrollment appointment, the MorphoTrust USA IndentoGo™ enrollment agent will give you a receipt. A copy of that receipt should be sent to George Ghitelman Spier, Executive Assistant to the Superintendent of Schools, in the Central Office.

For more information please visit:

<https://www.mass.gov/doc/safis-frequently-asked-questions/download>

Please contact George Ghitelman Spier at (508) 234-8156 x 5206, if you require further assistance.

Excellence - Accountability - Collaboration: "Every Student, Every Classroom, Every Day"

The Northbridge Public Schools ensures equal employment and educational opportunities for its employees and students and does not discriminate on the basis of race, color, religion, national origin, sex or sexual orientation, gender identity (M.G.L. c. 151B and 151C, Title VI, Title VII and Title IX), or on the basis of disability (Section 504 of the Rehabilitation Act of 1973/ADA) or homelessness. In addition, the Northbridge Public Schools does not discriminate against its employees on the basis of age (M.G.L. 151B/ADEA) on the basis of veteran's status, or genetic information.