

PAMELA GOULD, ED.D.
SUPERINTENDENT OF SCHOOLS
pgould@sandwich.k12.ma.us



MICHELLE AUSTIN
DIRECTOR OF FINANCE AND BUSINESS OPERATIONS
maustin@sandwich.k12.ma.us

SANDWICH PUBLIC SCHOOLS
ADMINISTRATION OFFICES
33 Water Street
SANDWICH, MA 02563
Tel: 508 888-1054 EXT. 11
FAX: 508 888-9505

MARILYN VROUTAS
DIRECTOR OF PUPIL PERSONNEL SERVICES
mvroutas@sandwich.k12.ma.us

To: Prospective Employee, Substitute Teacher/ESP
From: Pamela Gould, Superintendent
RE: **Background Checks Law**

On January 10, 2013, Governor Patrick signed Chapter 459 of the Acts of 2012, "An Act Relative to Background Checks." As you are aware all 2013-2014 and subsequent new hires are required to submit to a national criminal background check by submitting fingerprints, in addition to the state CORI check. The fingerprint-based criminal background check system is now available to Sandwich.

The Statewide Applicant Fingerprint Identification Services (SAFIS) MorphoTrust USA IndentoGo™ registration website is now available for applicants to begin scheduling fingerprinting appointments.

Please find attached for your review the SAFIS Registration Guide for Pre-K-12th Grade Education (ESE). In addition, please find attached a copy of SAFIS Form 004: How to Change, Correct, or Update Your National Criminal History Record Response.

You will be required to provide Sandwich Public Schools' ESE Organization Code: 02610000 (Substitutes, Student Teachers, and Subcontractors may provide up to 10 districts organization codes to eliminate the need to pay the fee multiple times).

At the completion of the fingerprint enrollment appointment, the MorphoTrust USA IndentoGo enrollment agent will give you a receipt. **Please send a copy of that receipt to our Human Resources Specialist, Mónica de la Hoya.**

Unlike state CORI checks that have no associated fee, *individuals* will pay a fee to comply with this requirement that ranges from up to \$35 for non-licensed employees, to 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 up to \$55; otherwise, they will pay a fee up to \$35.

All employees will be notified of any changes that should occur. 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>