



HUMAN RESOURCES
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Paula Ceglowski, Director of Human Resources

October 29, 2018

To: Westfield Public School Employees

Re: Massachusetts Law: Criminal Checks for School Employees

Thank you so much for choosing the Westfield Public Schools as a place to begin or continue your career. You are receiving this memo as notification that you must make an appointment to schedule your fingerprint session.

This memo adds two specific pieces of information (provider IDs and “Applicant Employer Information”) to the Registration Guide which can be found on our website under Human Resources titled, “Fingerprinting Support.” **Please read through the Registration Guide before you register for an appointment to have your fingerprints taken.**

The fingerprinting process requires two steps. The first step is to register online for an appointment to have your fingerprint taken. The second step requires you to go to a location to physically have your fingerprints taken. While the following looks daunting, the registration is not difficult and will take you about 15 minutes.

- Please visit <http://www.identogo.com/BookanAppointment.aspx> (MorphoTrust USA IndentoGO enrollment centers) to register for a date, time and location to have your fingerprints taken.
- While the current locations to have your fingerprints are limited, new sites are being added every month. When you go online, you will find all the locations of the fingerprint centers.
- While these sites may not be in town, they offer evening and Saturday appointments as well as day time appointments.
- When you are asked to provide a “Provider ID,” please use the following codes for the school you work in the most:

| | |
|--------------------------------------|----------|
| ○ Abner Gibbs | 03250020 |
| ○ Fort Meadow Early Childhood Center | 03250003 |
| ○ Franklin Avenue | 03250015 |
| ○ Highland Avenue | 03250025 |
| ○ Munger Hill | 03250033 |
| ○ Paper Mill | 03250036 |
| ○ Southampton Road | 03250040 |
| ○ Westfield Intermediate School | 03250075 |
| ○ Westfield Middle School | 03250310 |
| ○ Westfield High School | 03250505 |
| ○ Westfield Technical Academy | 03250605 |
| ○ District | 03250000 |

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

Applicant Employer Information

| | | | |
|---|----------------------------|-----------------------------------|-------------------------|
| Employer Name Westfield Public Schools | | Employer Phone 413-572-6550 | |
| Number 84 | Direction ▼ | Street Name North Elm Street | Apt/Unit # Suite 101 |
| Country UNITED STATES ▼ | Employer City Westfield | Employer State Massachusetts ▼ | Employer Zip 01085 |
| Employer Contact Name | | | |
| PreFix Ms. ▼ | First Name Paula | Middle Name | Last Name Ceglowski |
| Suffix. ▼ | | | |
| Occupation Director of Human Resources | | | |

- The fee is **\$55** for staff who hold a position which requires a DESE license and **\$35** for those who hold positions 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. (Checks and cash are not accepted)
- 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, 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 to those other districts prior to registering for an appointment. This will require that you call the Human Resources office of those other districts to get their code. The same logic applies to a teacher or administrator who is hired by Westfield who works in another school district, such as a coaching position.

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 Anne Larkham at 413-572-6550.

For more information about the national criminal background checks, you may visit the following websites:

<http://www.mass.gov/eopss/> Massachusetts Executive Office of Public Safety and Security

<http://www.doe.mass.edu/> Massachusetts Department of Elementary and Secondary Education