



HUMAN RESOURCES
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Jennifer Willard, *Director of Human Resources*
Anne Larkham, *Human Resources Specialist*

June 26, 2014

To: Westfield Public School Employees – New Hires
From: Jennifer Willard
Director of Human Resources
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.

On January 10, 2013, Governor Deval Patrick signed into Law G.L. Chapter 459 of the Acts of 2012, An Act Relative to Background Checks. The new law requires all newly hired school employees in Massachusetts to submit to national fingerprint-based criminal background checks in addition to state CORI checks. The state has the system up and running and this memo is your notification that you must make an appointment to schedule your fingerprint session. A copy of your receipt that your fingerprints have been taken **MUST** be brought to the Human Resources office. **Your fingerprint session should be completed at least one week prior to your scheduled start date.**

If you have had your fingerprints taken and your criminal history report has already been received by another school district, you do not have to submit to an additional fingerprint session. You may have the Suitability Determination Form completed and signed by an authorized individual in that district. Once you obtain the necessary information, you must return the form to the Human Resources office.

This memo contains 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 your are asked to provide a “Provider ID,” please us 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
○ Juniper Park	03250055
○ Munger Hill	03250033
○ North Middle School	03250305
○ Paper Mill	03250036
○ South Middle School	03250310
○ Southampton Road	03250040
○ Westfield High School	03250505
○ Westfield Vocational Technical High	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 1029	Direction ▼	Street Name North Road	Apt/Unit # 	
Country UNITED STATES ▼	Employer City Westfield	Employer State Massachusetts ▼	Employer Zip 01085	
Employer Contact Name				
PreFix Ms. ▼	First Name Jennifer	Middle Name 	Last Name Willard	Suffix. ▼
Occupation Director of Human Resources				

After You Have Entered All Required Information ---->

- 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.

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