

**HINGHAM PUBLIC SCHOOLS**  
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Dorothy H. Galo, Ph.D., Superintendent  
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DATE: August 20, 2014  
TO: Hingham Public Schools Prospective and Existing Employees  
FROM: Dorothy Galo  
RE: Massachusetts Law: Criminal History Checks for School Employees

Dear Hingham Public Schools Staff and New Employees,

In January 2013, Governor Deval Patrick signed into law the requirement for all public school employees to have a national fingerprint-based criminal background check. Unlike the Massachusetts based CORI, this check will identify criminal activity in all states including Massachusetts. Full implementation has been delayed while the Commonwealth has been developing policies, procedures, regulations and resources to make the system operational.

You are receiving this memo if you were appointed just prior to or during the FY 14 school year, or are about to be appointed as a new employee in the district.

**For Employees Now in the Process of Being Hired for the 2014-2015 School Year.** Prior to your scheduled meeting with the Payroll office, you will need to make an appointment to schedule your fingerprinting session. Please bring to your meeting with Payroll your Hingham Public Schools appointment letter and one of the following:

- A copy of your confirmed appointment to have your fingerprints taken, or
- A copy of your receipt that fingerprints have already been taken

Receipt of a contract or letter of appointment is conditional upon completing this step.

**For Employees Hired Just Prior To or During the 2013-2014 School Year.** You signed a letter at the time of your appointment acknowledging your understanding of the required national criminal background check as a condition of employment, pending the establishment of a statewide system for meeting the requirement. That system is now in place and fingerprinting sites are now operational across the state. The nearest sites are in Brockton, Plymouth, Bourne and Raynham. The state will be adding additional sites. Please refer to the Identogo website <http://www.identogo.com/FP/Massachusetts.aspx> for the most up to date listing of locations. Please select a site that is convenient for you and submit a copy of your receipt to the Payroll office once your appointment is scheduled. Continued employment in the Hingham Public Schools is conditional upon your completion of the national criminal background check process by August 27, 2014. Because processing time is uncertain and the current number of sites is small, please do not wait until the last minute to schedule your appointment and have your fingerprints taken.

**You should read through the Massachusetts Executive Office of Public Safety and Security Fingerprinting Registration Guide prior to registering for an appointment.** This guide will walk you through the process and is accessible through the Identigo link below under “Forms and Links.” For your convenience the guide can also be found on the Hingham Public Schools website at:

<http://hinghamschools.com/school-administration/business-operations/employment/>

The fingerprint process will require three steps: 1) register for an appointment to have your fingerprints taken, and 2) go to that location to physically have your fingerprints taken. The actual fingerprinting process should take no more than 15 minutes and is fully digital (no ink is used). The process will be fully completed when we have the results.

To register for the appointment, please visit <http://www.identigo.com/FP/Massachusetts.aspx>. You will register for a date, time, and location. Note that some locations have evening and Saturday appointments available. As you register, you will be asked to provide a “Provider ID.” Hingham’s codes are listed in the table below. Please use the code for the school you work in. If you work across the district or in more than one building, you may simply use just the district code. The form can contain up to ten codes; so you can include other Massachusetts schools or districts where you may work as well (ex. coaching, substitute teaching, etc.) You will need to contact that district to find out their “Provider ID”. (See page 8 of the Registration Guide):

<b>Provider IDs</b>	
District	01310000
Hingham High School	01310505
Hingham Middle School	01310410
East Elementary School	01310005
Foster Elementary School	01310010
Plymouth River Elementary School	01310019
South Elementary School	01310020

The fee is \$55.00 for staff who have a DESE license, regardless of the position you hold in the district. The fee is \$35.00 for those who do not have or require a DESE license. You can pay with a credit card while online or pay when you arrive at the fingerprint center. **Please print the confirmation page and note the identification you will need to bring with you to the fingerprinting center.**

Thank you very much for your cooperation in securing a timely appointment and completing the fingerprinting process. If you have any question, please feel free to contact my administrative assistant, Pam King at 781-741-1500 x2505.

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

Massachusetts Executive Office of Public Safety and Security – [www.mass.gov/eopss](http://www.mass.gov/eopss)  
Massachusetts Department of Elementary and Secondary Education – [www.doe.mass.edu](http://www.doe.mass.edu)