



WARE PUBLIC SCHOOLS
239 West Street P.O. Box 240
Ware, MA 01082-0240

SUPERINTENDENT OF SCHOOLS

Tel. 413-967-4271
Fax. 413-967-9580

TO: All Employees of Ware Public Schools

From: Office of Superintendent of Schools

Re: Background Checks (Fingerprinting Law)

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 fingerprint in addition to a CORI check. **All employees must complete this step as a condition of new or continued employment in the district.**

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

The SAFIS Registration Guide for Pre-K – 12th Grade Education (DESE) can be found on our website: www.wpschools.com. In addition, you can find a copy of SAFIS Form 004: How to change, Correct, or Update your National Criminal History Record Response; and a copy of the Acceptable Forms of ID document. Copies of these documents are available at the Superintendent's office upon request.

DURING REGISTRATION YOU WILL BE REQUIRED TO PROVIDE THE WARE PUBLIC SCHOOL DISTRICT'S DESE ORGANIZATION CODE (also called the Provider ID Number): 03090000. If you are working in one of our schools, please use the following codes which apply to the specific building that you work in:

Stanley M. Koziol Elementary School: 03090020
Ware Middle School: 03090305
Ware Jr. Sr. High School: 03090505

If you work in multiple buildings, please use the Main Organization Code: 03090000

(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 requests that has no associated fee, **individuals** will pay a fee to comply with this requirement. The cost is \$35 for non-licensed employees, and \$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 \$55; otherwise they will pay a fee of \$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, Jan Holl, the Administrative Assistant to the Superintendent of Schools, in the Central Office as verification that you have completed the process. The receipt includes an OBTN number, so that your results may be tracked if they are completed but not received by the district. **Continued employment is contingent upon completion of the fingerprint identification background check.**

For more information please visit:

<http://www.mass.gov/edu/2013newsupdates/frequentlyaskedquestionsregardingbackgroundchecks.html>

<http://www.malegislature.gov/Laws/SessionLaws/Acts/2012/Chapter459>