



# Marshfield Public Schools

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June, 2016

TO: All District Employee(s), Student Teacher(s), and Substitute(s)  
FROM: Jeffrey W. Granatino Superintendent of Schools  
RE: Fingerprinting Requirements for Public School Employees: Implementation of MGL Chapter 77 of the Acts of 2013

This memo serves to remind you of the need for all district employees to be fingerprinted as a term of employment. In September 2013, Governor Patrick signed into law Chapter 77 of the Acts of 2013, “An Act Relative to Background Checks.” This law expanded the Criminal Offender Record Information (CORI) checks currently used in our schools. Specifically, it requires a fingerprint-based state and national criminal record check for all school employees. The State Applicant Fingerprint Identification System (SAFIS) MorphoTrust USA IndentoGo™ has been created for this purpose.

By now, all employees hired since September 2013 should either have a completed SAFIS background check or have a check in process. This is not optional and is a term for employment. To avoid overloading the enrollment centers, pre-September 2013 employees have been checked over the past two years according to a staggered schedule based on the first letter of the employee’s last name:

A-D	November 2014 through March 2015
E-K	April 2015 through August 2015
L-P	August 2015 through December 2015
Q-Z	January 2016 through May 2016

On our website, [www.mpsd.org](http://www.mpsd.org) under ‘Fingerprinting’ on the main page, for the past few years, we have had information on the Statewide Application Fingerprint Identification Services (SAFIS) Program, including the PK-12 Registration Guide to walk you through the process.

The fingerprint process will require two steps: 1) register only for an appointment to have your fingerprints taken, and 2) go to that location to physically have your fingerprints taken. The actual fingerprinting appointment should take no more than 15 minutes.

- To register for an appointment online, visit <http://www.identogo.com/FP/Massachusetts.aspx> and select Online Scheduling. By clicking on this link, you can check locations, view the Program Registration Guide that will guide you through the process, and schedule an appointment online.
- If you have not had your fingerprinting done yet, you can also schedule by phone at (866) 349-8130. You will register for a date, time, and location. Locations and additional details including hours of operation are available on the registration website.

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- You will be required to provide Marshfield Public School District and ESE Organization Code: 01710000. (Substitutes and Student Teachers may provide up to 10 districts organization codes to eliminate the need to pay the fee multiple times. You will need to have the Provider ID code of those other districts prior to registering for an appointment which will require that you call the Human Resources office of those other districts to get their code.)
- Do not list the individual school location. You must register under the Marshfield Public School District. When completing the online registration, please enter the following information for the District as your employer:
- Provider or Organization code: 01710000
- Marshfield Public School District
- 76 South River Street
- Marshfield, MA 02050
- Phone: 781-834-5000
- Mr. Jeffrey Granatino

Unlike state CORI checks that have no associated fee, individuals will pay a fee to comply with this requirement. The fee is \$55 for staff who hold a position which requires a DESE license (including those with pending applications/licenses) 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. Please print the confirmation page and note the identification you will need to bring with you to the fingerprinting center.

Substitutes 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 the \$55 fee; otherwise, they will pay the \$35 fee.

You will be provided with a fingerprint receipt. A copy of this receipt must be returned to Linda Ochiltree in the Office of the Superintendent/Human Resources as a confirmation that the fingerprints were captured.

For more information please visit: <http://www.identogo.com/FP/Massachusetts.aspx> or <http://www.malegislature.gov/Laws/SessionLaws/Acts/2013/Chapter77>.

If you have any further questions, please contact Erika Barrett at 781-834-5000 X: 40102 or [ebarrett@mpsd.org](mailto:ebarrett@mpsd.org) For more information about the national criminal background checks, you may visit the following websites:

Massachusetts Executive Office of Public Safety and Security  
Massachusetts Department of Elementary and Secondary Education

Thank you in advance for your cooperation.

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