



GROTON-DUNSTABLE REGIONAL SCHOOL DISTRICT

P.O. Box 729 • Groton, MA 01450-0729 • Tel.: 978.448.5505 • Fax: 978.448.9402

To: New GDRSD Employees

From: Michael Knight, Director of Business and Finance

Re: Massachusetts Law: Criminal History Checks for School Employees

Welcome to the Groton-Dunstable Regional School District! You are receiving this memo in preparation for your appointment to be hired into the district. Effective July 1, 2013 all school employees are required to submit fingerprints for the national criminal background check. Prior to your scheduled meeting with Human Resources, you will need to make an appointment to schedule your fingerprint session. Please bring to your Human Resources appointment 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

This memo adds two specific pieces of information to the attached Registration Guide. **Please read through the Registration Guide before you register for an appointment to have your fingerprints taken.**

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

- Prior to your meeting with Human Resources, please visit MorphoTrust USA IndentoGo enrollment centers at <http://www.i1enrollment.com/state/?st=ma> 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 convenient for you, 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 (**page 8 of the Registration Guide**):
 - Groton-Dunstable Regional High School 06730505
 - Groton-Dunstable Regional Middle School 06730305
 - Florence Roche Elementary School 06730010
 - Swallow Union Elementary School 06730005
 - Boutwell Early Childhood Center 06730001
 - Peter Twomey Youth Center 06730000
 - District 06730000

When you are asked about "Applicant Employer Information" please complete the questions as follows (**page 14 of the Registration Guide**):

Employer Name: Groton-Dunstable Regional School District
Employer Phone: 978-448-5505
Number: 145
Street Name: Main Street
Country: United States

Employer City: Groton
Employer State: Massachusetts
Employer Zip: 01450

Employer Contact Name:

First Name: Michael
Middle Name: A
Last Name: Knight
Occupation: Director of Business and Finance

- 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.
- 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 of 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. This same logic also applies to a teacher or administrator who is being hired in Needham 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 Leslie Wickfield at 978-448-5505 ext. 214.

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](#)