



Douglas Public Schools

21 Davis Street, Douglas, MA 01516 (508) 476-7901 FAX (508) 476-3719 www.douglasps.net

Dear Staff Member,

All newly hired school employees, including administrators, teachers, permanent substitutes, tutors, paraprofessionals, secretaries and clerical staff, maintenance staff and custodians, coaches, interns, cafeteria workers, and bus drivers, who work in the schools, are required to complete the new fingerprint-based state and national background check. **It is mandatory and a condition of continued employment** that you make an appointment to complete the fingerprinting process as soon as possible.

Unlike State CORI checks that have no associated fee, the fee charged for running the national checks will be \$55 for school employees licensed under Section 38G (licensed educators and specialists) and \$35 for all others (i.e., school secretaries, cafeteria workers, custodians, coaches, interns and bus drivers, etc.), as well as EEC-licensed early educators, substitute teachers and childcare providers. As is the case in almost every other state that conducts fingerprint-based state and national criminal history checks, the fee will be paid by the individual employee or educator/provider.

You will be required to provide Douglas Public Schools ESE Organization Code: 00770000.

The Statewide Applicant Fingerprint Identification Services (SAFIS) MorphoTrust USA IndentoGo registration website is: <http://www.identogo.com/FP/Massachusetts.aspx>.

Please submit proof of a scheduled appointment to my office.

Sincerely,

Paul D. Vieira, Ed.D.,
Superintendent of Schools

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