

Monomoy Regional School District

Dr. Scott Carpenter
Superintendent

Marc Smith
Director of Curriculum

Melissa Maguire
Director of Student Services



Michael MacMillan
Business Manager

Donald C. Mercure
Treasurer

Dear Monomoy Staff, Substitutes, Coaches and On-Call Employees:

On January 10, 2013, Massachusetts signed into law a bill that requires fingerprint-based criminal background checks on public and private school employees in Massachusetts. (Chapter 459, Acts of 2012, H.B. 4307 Mass. 2013). Our district will strictly adhere to this law, requiring all of our employees, substitute, coaches, advisors and volunteer staff to be fingerprinted prior to working in the district.

The fee is \$55.00 for licensed educators and \$35.00 for all other school employees. Fingerprinting is a mandatory condition of employment.

The nearest locations for fingerprinting are Pocasset and Plymouth.

All employees will be asked to make an appointment to be fingerprinted and complete the process before you begin working. You will need to register for an appointment on the website listed below as you must have an appointment to be fingerprinted at the location. They do not take walk-in appointments. When you make an appointment you should have your Monomoy provider ID# 07120000 for registration.

- 1) Go to <http://www.identogo.com>
- 2) Enter your zip code or state in the boxes provided
- 3) Click on Digital Fingerprinting
- 4) Click on Schedule a New Appointment
- 5) Choose Pre-K-12th Grade Education (ESE) from the drop down menu Agency/Sector then click GO
- 6) Select either Licensed Educator or All Other School Personnel
- 7) Confirm that your entries are correct
- 8) Enter the Provider ID #07120000
- 9) Confirm that it shows Monomoy Regional School District
- 10) You may also add additional providers if you have the provider number
- 11) Enter your zip code or region
- 12) A list will be provided of the dates and locations closest to your zip code
- 13) Click on the Click to Schedule link for the date and location you want
- 14) Select the preferred time, click GO
- 15) Click on "I am 18 years of age or older" and then click GO
- 16) Complete the application with your personal information and click SEND INFORMATION
- 17) Review that your information is correct
- 18) Bring a personal check or debit card/credit card to your appointment for payment.

Please contact me if you have questions. Thank you for your cooperation.