

# Monomoy Regional School District

**Dr. Scott Carpenter**

*Superintendent*

**Marc Smith**

*Director of Curriculum*

**Melissa Maguire**

*Director of Student Services*



**Kathleen Isernio**

*Business Manager*

**Donald C. Mercure**

*Treasurer*

April 2018

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

On January 10, 2013 Massachusetts Governor Deval Patrick 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, substitutes, coaches, advisors, and volunteer staff to be fingerprinted prior to working in the district.

The fee will be \$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 Orleans, 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.

You may call and register at (866)349-8130 or go to the website:

- 1) Go to [Http://www.identogo.com](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 (green box)
- 5) Choose PreK-12<sup>th</sup> Grade Education (ESE) from the drop down menu Agency/Sector then GO
- 6) Click on either Licensed Educator or All Other Personnel
- 7) Confirm your entries are correct
- 8) Enter the Monomoy Provider ID# 07120000
- 9) Confirm that it shows Monomoy Regional School District
- 10) You may also add additional providers if you have the provider numbers
- 11) Enter your zip code or region
- 12) A list will be provided of dates and locations closest to your zip code
- 13) Click on the date you would like to be fingerprinted with the appropriate location **CLICK TO SCHEDULE**
- 14) Choose a time and click on that time- click on 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/credit card to your appointment for payment.

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

A handwritten signature in black ink that reads "Kate Bruster".

Kate Bruster

Human Resources

508-945-5130

[kbruster@monomoy.edu](mailto:kbruster@monomoy.edu)