



**THE PUBLIC SCHOOLS OF BROOKLINE**  
BROOKLINE, MASSACHUSETTS 02445

PHONE 617-730-2406 FAX 617-730-2108

ANGELA F. ALLEN, Ph.D.  
ASSISTANT SUPERINTENDENT FOR HUMAN RESOURCES

DATE: February 23, 2015

TO: Public Schools of Brookline Employees Hired Prior to July 1, 2013

FROM: Angela F. Allen, Ph.D., Assistant Superintendent for Human Resources

RE: **Update** -- Massachusetts Law: Criminal History Checks for School Employees

The Acts of 2012, *An Act Relative to Background Checks*, requires all school employees to submit fingerprints for the national criminal background check.

### **Schedule/Timeline**

To provide clarity to a previous communication sent to all employees (last name, A-D) hired before July 1, 2013, continued employment with the Public Schools of Brookline is expressly conditioned upon the satisfactory completion of the national fingerprint-based criminal background check prior to the beginning of the 2016-2017 school year.

In an effort ensure that enrollment centers can accommodate the volume of individuals who need to be fingerprinted in the Commonwealth of Massachusetts (hundreds of thousands), The Department of Elementary and Secondary Education has provided school districts with a staggered schedule based on the first letter of the employee's last name. (see below)

- **A-D** October 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

### **Process**

The fingerprint process requires two steps. The first step is to register online for an appointment. The second step requires individuals to go to a location to physically have the fingerprints taken. The process will take about 15 minutes.

Individuals must make an appointment to schedule a fingerprint session. **Please read through the Registration Guide before registering for an appointment.**

- Please visit <http://www.identogo.com> to register for a date, time and location to have fingerprints taken.
- The locations of all fingerprint centers can be found online.
- Evening and Saturday appointments, as well as weekday appointments are available.
- The PSB "Provider ID" is **00460000**

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

### Applicant Employer Information

Employer Name Public Schools of Brookline			Employer Phone 617-730-2406	
Number 333	Direction ▼	Street Name Washington Street	Apt/Unit # 	
Country UNITED STATES ▼	Employer City Brookline	Employer State Massachusetts ▼	Employer Zip 02445	
<b>Employer Contact Name</b>				
PreFix ▼	First Name Jill	Middle Name W	Last Name Kennedy	Suffix ▼
Occupation HR Admin				
<b>After You Have Entered All Required Information ----&gt;</b> <input type="button" value="Send Information"/>				

- 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 bring the required identification to the fingerprinting center.

Substitutes, bus drivers, food service workers and others who hold any other position simultaneously in another public school district, may select up to 10 other districts to receive the criminal history report. You will need to have the Provider ID code of those other districts prior to registering for an appointment. This same logic also applies to a teacher or administrator working in Brookline as well as working in another school district, such as a coaching position.

### Reporting of Results

Fingerprint results are electronically transmitted from The Commonwealth of Massachusetts via their Secure Email Delivery System to the District's point of contact, Jill Kennedy. It's important to know that if there for any reason results are not received electronically, the only way prints can be retrieved is with the receipt you receive at the time fingerprints are taken. We encourage you to keep a copy of this receipt for your records. Feel free to scan and email a copy to the Human Resources Office, and we will include it in your personnel file.

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 Jill Kennedy at 617-730-2406.

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