



WEYMOUTH PUBLIC SCHOOLS

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TO: Weymouth Public Schools Prospective Employees
FROM: Maryann Foley, Director of Human Resources
RE: Massachusetts Law: Criminal History Checks for School Employees
Effective Date: July 1, 2021

Welcome to the Weymouth Public Schools! You are receiving this memo in preparation for your appointment to be hired into the district. **Effective as of 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 fingerprint taken. The second step requires you to go to a location to physically have your fingerprints taken. While the following looks daunting, I have registered myself and it is not very difficult and will take you about 15 minutes.

- Prior to your meeting with Human Resources, please visit <https://www.identogo.com/locations/massachusetts> 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 6 of the Registration Guide**):

Use the 8-digit DESE organizational code, which can be found by looking up your school or district on the DESE School Profiles webpage (<http://profiles.doe.mass.edu/>). In multi-school districts, **employees working at a single school can use the appropriate school code**; employees working at multiple schools or in the central office can use the district code. For charter and regional vocational schools, use the district code (ending in 0000) rather than the school code.



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|------------------|----------|-----------------|----------|
| ○ Academy Avenue | 03360005 | ○ Nash | 03360060 |
| ○ Abigail Adams | 03360310 | ○ Pingree | 03360065 |
| ○ Chapman | 03360020 | ○ Seach | 03360080 |
| ○ Hamilton | 03360105 | ○ Talbot | 03360085 |
| ○ Johnson | 03360003 | ○ Wessagusset | 03360110 |
| ○ Murphy | 03360050 | ○ Weymouth High | 03360505 |

- **District ID List – Weymouth 03360000**

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

Applicant Employer Information

Employer Name

Weymouth Public Schools

Employer Phone

781-335-1460

Number

111

Direction

Street Name

Middle Street

Apt/Unit #

Country

UNITED STATES

Employer City

Weymouth

Employer State

Massachusetts

Employer Zip

02189

Employer Contact Name

PreFix

First Name

Maryann

Middle Name

Last Name

Foley

Suffix

Occupation

Director of Human Resources

After You Have Entered All Required Information ---->

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 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.

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 Kelly Powers at 781-335-1460 ext. 20306.

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

