

WELLESLEY PUBLIC SCHOOLS
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TO: Wellesley Public Schools Interns/Student Teachers

FROM: Gayle McCracken
Director of Human Resources

RE: Massachusetts Law: Criminal History Checks for School Interns/Student Teachers

Please be aware that all Interns/Student Teachers are required to submit fingerprints for the national criminal background check. Please make an appointment to schedule your fingerprint session as soon as possible by following the information listed below:

Please read through this information 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.

- Please visit <http://www.identogo.com/FP/Massachusetts.aspx> 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 Wellesley's Provider ID which is **Provider ID = 03170000**
- 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 hold any other position where you may also work or volunteer 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.

Please bring to the Human Resources Department one of the following documents as soon as possible:

- A copy of your confirmed appointment to have your fingerprints taken, or
- A copy of your receipt that fingerprints have already been taken

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 the Human Resources Department at 781-446-6210 extension 5603.