



Office of the Assistant Superintendent for Human Resources
Alexandra McNeil Ed.D.

*A School and Community Partnership that
Creates Excited Learners, Inspires Excellence and Fosters Integrity*

TO: Needham Public Schools Prospective Employees

FROM: Alexandra McNeil, Ed.D.
Assistant Superintendent for Human Resources

RE: Massachusetts Law - Criminal History Checks for School Employees

Welcome to the Needham Public Schools! You are receiving this memo in preparation for your appointment to be hired into the district. Effective 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

**The Needham School Committee has voted a policy not to accept a prior district's suitability determination. If you completed the fingerprinting process from February 2014 to the current date through MorphoTrust, Needham Public Schools requires that you be fingerprinted again. Please identify the district where you had prior fingerprints taken. In this case only, Needham will reimburse you the cost of the second fingerprint. Please submit your second fingerprint receipt to us when you are hired and we will process the reimbursement.*

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:

1. Register online for an appointment to have your fingerprint taken.
2. 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 [MorphoTrust USA IndentoGo enrollment centers](#) 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 select an agency, choose "Pre-K-12th Grade Education (ESE)" (**Page 6 of the Registration Guide**).
- When you are asked to provide a "Provider ID" please use the following code: 01990000

Needham Public Schools *1330 Highland Avenue * Needham, MA 02492
781-455-0400 * 781-455-0426 (fax)
www.needham.k12.ma.us

Brian F. Higgins, Assistant Director of Human Resources ext. 243 * Sue Patch, Human Resources Specialist ext. 210
Lisa Tedeschi, Assistant to the Director ext. 209 * Mary Santiago, Administrative Assistant ext. 230
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