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Cohasset Public Schools

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The Commonwealth of Massachusetts, in order to protect children, requires that school officials obtain criminal background information to determine the suitability of current and prospective employees. This information is obtained through two sources: the CORI (Criminal Offender Record Information) system, which stores information on Massachusetts criminal history; and the SAFIS (Statewide Applicant Fingerprint Identification Services) program, which conducts fingerprint-based background checks through the FBI's national criminal history database.

As a prospective employee of the Cohasset Public Schools, you will be asked to consent to a CORI check, which will be repeated every three years. In addition, you will be required to make arrangements to have your fingerprints taken for SAFIS and the results provided to the Superintendent of Schools in Cohasset. Attached to this letter is information about how to make an appointment for fingerprinting through IdentoGo. The cost for fingerprinting is \$55 for school employees licensed by the Department of Elementary and Secondary Education (e.g. teachers and administrators) and \$35 for all others (e.g. administrative assistants, paraprofessionals, custodians, bus drivers, food service workers).

If you have been fingerprinted with another school district, that district can send us a Letter of Suitability per your request. **Cohasset Public Schools may rely on a favorable suitability determination if the following criteria are met:**

- a) **The letter of suitability is from a Pre-K-12th Grade Education (ESE) school district**
- b) **The suitability determination was made within the last seven years; and**
- c) **You have not resided outside Massachusetts for any period longer than three years since the suitability determination was made; and either**
- d) **You have been employed continuously for one or more school employers or has gaps totaling no more than two years in your employment for school employers; or**
- e) **If you work as a substitute employee, you are still deemed suitable for employment by the school employer who made a favorable suitability determination.**

Your employment is conditioned upon a determination by the Superintendent of Schools that based on the results of your criminal background history checks, you are suitable for employment in the Cohasset Public Schools. Results of your state and national criminal history background checks could lead to termination of employment.

Please sign below indicating your understanding and acknowledgement of these conditions of employment and the required state and national criminal background checks.

Printed Name

Signature

Date

The Cohasset Public Schools policy of nondiscrimination shall apply to the District's students, staff, and families, and shall extend to the District's dealings with the general public and those with whom it does business, in accordance with applicable law. No individual shall be discriminated against in admission, employment, or access to educational opportunities, courses of study, programs, activities, or facilities of the Cohasset Public Schools on the basis of actual or perceived race, color, ethnicity, national origin, ancestry, immigration status, religion, creed, sex, sexual orientation, gender, gender identity or expression, genetic information, veteran status, U.S. uniformed military service member status, disability, age (student age eligibility requirements excepted), homelessness, marital or parental status, pregnancy or pregnancy related condition, or any status or characteristic protected under applicable federal, state or local law. Cohasset Public Schools is an equal opportunity employer. Any complaint of a violation of the District's nondiscrimination policy should be directed to the Superintendent of Schools or to the relevant District Officer or Coordinator (e.g., Title VI, Title VII, Title IX, ADA, Section 504, McKinney-Vento).

HOW TO REGISTER FOR FINGERPRINTING

The link to the Statewide Applicant Fingerprint Identification Services (SAFIS) Program Registration Guide for **Pre-K-12th Grade Education (ESE)** is:

<https://www.mass.gov/doc/safis-registration-guide-massachusetts-department-of-elementary-and-secondary-education-dese/download>

- To register online go to www.identogo.com/locations/massachusetts, and select **Digital Fingerprinting, Schedule New Appointment, Pre-K-12th Grade Education (ESE)**.
- When completing the online registration:
 - Provider ID: 00650000
 - Provider Name and Employer Information:
 - Cohasset Public Schools
 - 143 Pond Street
 - Cohasset, MA 02025
 - Phone: 781-383-6111
 - Dr. Patrick E. Sullivan, Superintendent of Schools
- You may also register by phone at (866) 349-8130.
- Individuals will pay a fee to comply with this requirement. The fee is **\$35.00** for non-licensed employees and **\$55.00** for DESE Licensed Professionals (including those with pending applications/licenses).
- Substitutes are school employees under the new law and, therefore, must submit their fingerprints for the state and national checks. If substitute teachers hold educator licenses issued under G.L. c.71, § 38G, they will pay the \$55 fee; otherwise, they will pay the \$35.00 fee.
- At the conclusion of your fingerprinting appointment, you will be provided with a fingerprint receipt. A copy of this receipt must be returned to the Superintendent's Office 143 Pond Street, as a confirmation that the fingerprints were captured.