



# Wachusett Regional School District

*Holden, Paxton, Princeton, Rutland, Sterling*

6/6/17

## National Fingerprint –Based Criminal Background Checks

Welcome to the Wachusett Regional School District! You are receiving this notification 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 background check.

**Step 1:** Register to have your fingerprints taken with the state appointed vendor, MorphoTrustUSA, either online or by telephone (prints cannot be done by local police)

A) Online: [www.identogo.com](http://www.identogo.com)

B) Telephone: 1-866-349-8130

### Information you will need to register for an appointment

A) You are being fingerprinted under the category of ESE (PK-12)

B) Wachusett Regional School District's provider ID code is # 07750000

C) There are two categories of employment you must choose from;

a. Licensed Educator (i.e., teachers, administrators, etc.) Fee of \$55

b. "All other school personnel" (i.e., school secretaries, cafeteria workers, custodians, paraprofessionals, etc.) Fee of \$35

You can pay by credit card while online, or pay by check or money order when you arrive to the fingerprint center (they do not accept cash). Please print the confirmation page and note the identification you will need to bring with you to the fingerprinting center. The District does not offer reimbursement for this fee.

**Step 2:** Physically have your fingerprints taken at the location you selected. At the completion of the fingerprint appointment the staff will issue you a receipt.

**Step 3:** Provide a copy of your receipt to Human Resources. The receipt will provide the District with confirmation that the fingerprints were done. The District will receive the results later.

If you are substitute, 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. This same logic also applies to a teacher or administrator who is being hired in Wachusett who also works in another school district, such as a coaching position.

Thank you very much for your cooperation in securing a timely appointment for the national background check.

Jeffrey S. Carlson, Director of Human Resources

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### Jefferson School

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[www.wrsd.net](http://www.wrsd.net)