



NEEDHAM PUBLIC SCHOOLS

A SCHOOL AND COMMUNITY PARTNERSHIP THAT
CREATES EXCITED LEARNERS ~ INSPIRES EXCELLENCE ~ FOSTERS INTEGRITY

OFFICE OF THE DIRECTOR OF HUMAN RESOURCES
THOMAS F. CAMPBELL, ED.D.

TO: Needham Public Schools Prospective Employees
FROM: Thomas F. Campbell, Ed.D.
Director of 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. 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 [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 codes for the school you work in the most (**page 8 of the Registration Guide**):
 - Broadmeadow 01990005
 - Eliot 01990020
 - Hillside 01990035
 - Mitchell 01990040
 - Newman/Preschool 01990050
 - High Rock 01990410
 - Pollard 01990405
 - NHS 01990505
 - District 01990000

NEEDHAM PUBLIC SCHOOLS *1330 HIGHLAND AVENUE * NEEDHAM, MA 02492
781-455-0400 * 781-455-0417 (FAX)

WWW.NEEDHAM.K12.MA.US

ASHA MARSHALL, HUMAN RESOURCE SPECIALIST EXT. 230 JOAN KROZY, ADMINISTRATIVE SECRETARY EXT. 209
LISA TEDESCHI, ADMINISTRATIVE ASSISTANT EXT. 210

APPLY ONLINE AT [HTTP://DISTRICT.NEEDHAM.K12.MA.US/HR_JOBS.HTM](http://DISTRICT.NEEDHAM.K12.MA.US/HR_JOBS.HTM)

IT IS THE POLICY OF THE NEEDHAM PUBLIC SCHOOLS NOT TO DISCRIMINATE ON THE BASIS OF RACE, GENDER, RELIGION, NATIONAL ORIGIN, COLOR, HOMELESSNESS, SEXUAL ORIENTATION, AGE, OR DISABILITY IN ITS EDUCATION PROGRAMS, SERVICES, ACTIVITIES OR EMPLOYMENT PRACTICES.

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 Needham Public Schools		Employer Phone 791-455-0400		
Number 1330	Direction ↓	Street Name Highland Ave.	Apt/Unit # 	
Country UNITED STATES ↓	Employer City Needham	Employer State Massachusetts ↓	Employer Zip 02492	
Employer Contact Name				
PreFix Dr. ↓	First Name Thomas	Middle Name F	Last Name Campbell	Suffix. ↓
Occupation Director of Human Resources				
After You Have Entered All Required Information -----> <input type="button" value="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. This same logic also applies to a teacher or administrator who is being hired in Needham who 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 criminal background check. If you have any questions, please feel free to contact Lisa Tedeschi at 781-455-0400 ext. 210.

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](#)
- [Statewide Applicant Fingerprint Identification Service](#)

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