



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

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 a part of our district. 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 to not 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 printed again. Please notify the district where you had your fingerprints taken and have a suitability letter sent to our office. 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.*

The fingerprint process requires two steps. The first step is to register online for an appointment to have your fingerprints taken. The second step requires you to go to a location to physically have your fingerprints taken. Visit [MorphoTrust USA IndentoGo enrollment centers](#) to register for a date, time and location to have your fingerprints taken

- 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 daytime appointments.
- When you are asked to select an agency, choose "Pre-K-12<sup>th</sup> Grade Education (ESE)"
- When you are asked to enter a "Provider ID" please use the following: 01990000

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Apply online at [http://rwd1.needham.k12.ma.us/human\\_resources/Employment%20Opportunities](http://rwd1.needham.k12.ma.us/human_resources/Employment%20Opportunities)