



GREENFIELD PUBLIC SCHOOLS

195 Federal Street, Suite 100, Greenfield, MA 01301

“Every Child’s Success is Our Mission”

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Jordana B. Harper, Superintendent of Schools

MEMORANDUM

To: Applicants & New Employees

From: Superintendent’s Office

Date: September 2017

RE: Statewide Applicant Fingerprinting Program (SAFIS)

The Commonwealth of Massachusetts requires new employees of school districts who may have direct and unmonitored contact with students to be fingerprinted for the purpose of undergoing a national criminal background check. All new employees must be fingerprinted.

A satisfactory background check is a condition of employment with the Greenfield Public Schools. If offered a position, you must undergo the fingerprinting process as soon as possible. *You cannot begin work in your position until the results of the background check have been reviewed and approved by the Greenfield school system.*

If you have been fingerprinted and approved for work in a different school system, you may advise the hiring administrator and the suitability determination from the previous district may at the sole discretion of the Greenfield Schools be relied upon, instead of requiring a new background check.

The cost for fingerprinting is \$55.00 for DESE licensed educators and \$35.00 for non-licensed positions, paid by the employee. Certain non-licensed, non-union, hourly positions may be eligible for reimbursement, per a recent Greenfield School Committee Policy.

Registration for fingerprinting appointments may be completed online at <http://www.identogo.com/FP/Massachusetts.aspx> or by telephone, 1(866)349-8130. The Greenfield Public School’s 8-digit “Provider ID” is 01140000. You are required to provide this ID# at the time of registration. Other informational materials are available at the website including the following: 1) SAFIS Registration Guide for PreK-12th Grade Education (DESE), and, 2) SAFIS Form 004: How to Change, Correct, or Update Your National Criminal History Record Response.

At the completion of fingerprinting you will receive a receipt. Keep a copy of this receipt so that: 1) you can verify that you have actually been fingerprinted if the results have not been received by the district; 2) you may reference the information provided if you must challenge the accuracy of the background check results; and/or, 3) you can provide proof of your payment in the event you qualify for reimbursement from the school system.

Once your results have been reviewed and approved, you may begin working in the school system. If you have any further questions, please do not hesitate to contact the central office or your hiring administrator.