



GREENFIELD PUBLIC SCHOOLS

CENTRAL OFFICE

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Karin E. Patenaude, Superintendent of Schools

"The Greenfield Public School District is a place where every child is supported on their path to success."

TO: GPS Staff & Volunteers

FROM: Becky Tower, Executive Assistant to the Superintendent

DATE: 2024-2025 School Year

RE: **URGENT/ SAFIS Fingerprinting**

The Commonwealth of Massachusetts requires employees or other personnel 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.

A satisfactory background check is a condition of work with the Greenfield Public Schools. If you are assigned within a school, 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. Please inform my office if you have been fingerprinted in another district and a form can be provided in order to get a suitability determination. If you have been fingerprinted for the Greenfield Public Schools you will not have to be fingerprinted again.

Registration information: *Registration for fingerprinting appointments may be completed online at <http://www.identogo.com/FP/Massachusetts.aspx> or by telephone, 1(866)349-8130, and there is a cost. The Greenfield Public School's 8-digit "Provider ID" is 01140000. You are required to provide this ID# at the time of registration.*

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.

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.

If you have any questions please email rebtow1@gpsk12.org

Thank you!

Becky Tower