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Reading Public Schools

Instilling a joy of learning and inspiring the innovative leaders of tomorrow

As a new employee of Reading Public Schools, you are subject to a national criminal background check through a fingerprint process. The state has provided us with the details of how this process will work and centers are now available to take your fingerprints.

There are now several MorphoTrust USA Identogo™ enrollment centers in many Commonwealth of Massachusetts communities. Additional details regarding the locations, including hours of operation, is available on the MorphoTrust USA Identogo™ website: <http://www.identogo.com/FP/Massachusetts.aspx>

In order to complete this employment requirement, please follow the steps below:

- Visit <http://www.identogo.com/FP/Massachusetts.aspx> to schedule an appointment at one of the MorphoTrust locations as soon as possible
- When prompted, indicate that **Reading is a PreK-12 Education (ESE) district/agency**
- Provider ID is the organization code:

Reading (District)	02460000	Killam Elementary	02460017
Barrows Elementary	02460002	Parker Middle	02460310
Birch Meadow Elementary	02460005	RISE	02460001
Coolidge Middle	02460305	RMHS	02460505
Joshua Eaton Elementary	02460010	Wood End	02460020

- Select payment method – can pay online or at time of appointment – either a \$55 fee for licensed educators or \$35 fee for all other school personnel
- Bring registration confirmation sheet with you to appointment with ID
- If you have already been fingerprinted and your results were sent to another district, please contact that district and ask for a suitability determination form to be sent to Kristyn Cohen at Kristyn.cohen@reading.k12.ma.us