

John F. Doherty, Ed. D.
Superintendent of Schools

82 Oakland Road
Reading, MA 01867
Phone: 781-944-5800
Fax: 781-942-9149



Christine M. Kelley
Assistant Superintendent

Jennifer A. Stys, Ed.D.
Director of Student Services

Gail S. Dowd, CPA
Chief Financial Officer

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>

Please find attached for your review the SAFIS Registration Guide for Pre-K-12th Grade Education (ESE). This guide should assist you as you schedule an appointment for fingerprinting. In addition, please find attached a copy of SAFIS Form 004: How to Change, Correct, or Update Your National Criminal History Record Response. This form is necessary should you need to request to change anything on your national criminal record.

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

If you have any questions, please do not hesitate to contact me.

Thank you,

Jennifer Allard
Human Resources Administrator