



Quincy Public Schools

Where excellence is the tradition

Dr. Richard DeCristofaro, Superintendent

Office of the Deputy Superintendent

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Kevin W. Mulvey, Esquire
Deputy Superintendent

MEMO

To: All Volunteers

From: Kevin W. Mulvey, Esq.
Deputy Superintendent

Date: May 9, 2014

**RE: New School Safety Initiative - SAFIS - National Background Check (NBC)
Application Process for Volunteers**

Please be advised that a new school safety initiative is being implemented pursuant to Massachusetts state law. As part of this initiative, all volunteers, including parent volunteers, must submit their fingerprints and be approved pursuant to the National Background Check (hereinafter "NBC") application process. Volunteers **who may have direct and unmonitored contact with students** must be approved pursuant to the NBC prior to participating/volunteering in any school sponsored event. The cost for the fingerprinting of volunteers is \$35.00 and must be paid by the volunteer. This is a one-time process for volunteers. However, the NBC does not take the place of the CORI process, which is free and must be done every three (3) years.

The Statewide Applicant Fingerprint Identification Services (SAFIS) MorphoTrust USA IndentoGo™ registration website is now available for all school districts, charter schools and private schools to begin scheduling fingerprinting appointments for the National Background Checks (NBC) of volunteers. Again, **this applies to any employee, volunteer, vendor, contractor, etc., who may have direct and unmonitored contact with students.**

Payment may be made online. If payment is not made online, you will be required to bring a bank check or money order with you to your appointment. If you schedule an appointment and miss your appointment without rescheduling you may be required to pay another registration fee. There are Saturday appointments available. The Quincy Public Schools Organizational/Provider Identification Code is **02430000**. Please make sure you input this code into the appropriate registration field so that your information is sent to the Quincy Public Schools. If you do not input the correct code, your application will remain incomplete. Please go to the below address to schedule your appointment for your NBC.

<http://www.identogo.com/FP/Massachusetts.aspx>

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The Quincy Public Schools does not discriminate on the basis of race, color, sex, sexual orientation, gender identity, religion, national origin, or handicap, in its educational activities or employment practices.

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The website lists all the sites in Massachusetts where you can go to get fingerprinted. Please pick a site that is convenient and accessible for you. At the completion of the fingerprint enrollment appointment, the NBC enrollment agent will give the volunteer a receipt. Individuals who were fingerprinted should provide a copy of that receipt to their principal who will forward it to Deputy Superintendent Kevin W. Mulvey, Quincy Public Schools' Human Resources Department. The receipt will provide the District with confirmation that the fingerprints were captured and will also include important reference information should you need assistance from the Massachusetts Department of Criminal Justice Information Services (DCJIS).

Volunteers are a very important component of the Quincy Public Schools. Your dedication to the students of Quincy is greatly appreciated. Thank you for your continued cooperation in this important school safety initiative.

xc: Dr. Richard DeCristofaro