



LOWELL PUBLIC SCHOOLS

Office of Finance and Operations
Henry J. Mroz Central Administration Offices
Edith Nourse Rogers School

43 Highland Street, Room 235, Lowell, MA 01852

Michael Cassidy

Director of Human Resources

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TO: Lowell Public Schools Prospective Employees
FROM: Michael Cassidy, Director of Human Resources
RE: Massachusetts Law: Criminal History Checks for School Employees

Welcome to the Lowell Public Schools! You are receiving this memo in preparation for your appointment to be hired into the district. Effective July 1, 2013 all school employees are required to submit fingerprints for the national criminal background check. Prior to your scheduled meeting with Human Resources, you will need to make an appointment to schedule your fingerprint session. Please bring to your Human Resources appointment one of the following:

- A copy of your confirmed appointment to have your fingerprints taken, or
- A copy of your receipt that fingerprints have already been taken

This memo adds two specific pieces of information to the attached Registration Guide. **Please read through the Registration Guide before you register for an appointment to have your fingerprints taken.** The fingerprint process requires two steps. The first step is to register online for an appointment to have your fingerprint taken. The second step requires you to go to a location to physically have your fingerprints taken. While the following looks daunting, I have registered myself and it is not very difficult and will take you about 15 minutes.

- Prior to your meeting with Human Resources, please visit [MorphoTrust USA IndentoGo enrollment centers](#) to register for a date, time and location to have your fingerprints taken.
- While the current locations to have your fingerprints are limited, new sites are being added every month. When you go online, you will find all the locations of the fingerprint centers.
- While these sites may not be convenient for you, they offer evening and Saturday appointments as well as day time appointments.
- When you are asked to provide a "Provider ID" please use the following codes for the school you work in the most (**page 6 of the Registration Guide**):

<i>Name</i>	<i>State ID</i>
Lowell District	01600000
Bailey Elementary School	01600002
Bartlett Community Partnership	01600090
BRIDGE Program	01601004
Butler Middle School	01600310
Cardinal O'Connell - McHugh Alternative	01601001
Daley Middle School	01600315
Greenhalge Elementary School	01600015
Laura Lee Therapeutic Day School	01600085
Leblanc Therapeutic Day School	01600320
LHS Career Academy	01601002

<i>Name</i>	<i>State ID</i>
Lincoln Elementary School	01600020
Lowell High School	01600505
McAuliffe Elementary School	01600075
McAvinnue Elementary School	01600010
Moody Elementary School	01600027
Morey Elementary School	01600030
Murkland Elementary School	01600080
Pawtucketville Memorial Elementary School	01600036
Pyne Arts Magnet School	01600018
Reilly Elementary School	01600040
Robinson Middle School	01600330
Rogers Early Learning Centre	01600005
Shaughnessy Elementary School	01600050
Stoklosa Middle School	01600360
Sullivan Middle School	01600340
Wang Middle School	01600345
Washington Elementary School	01600055

When you are asked about "Applicant Employer Information" please complete the screen as follows (page 14 of the Registration Guide):

Applicant Employer Information

Employer Name	Lowell Public Schools
Employer Phone Number	978 674 4324
Street Name	Highland Street
Country	united States
Employer City	Lowell
Employer State	Massachusetts
Employer Zip	01852

Employer Contact Name

Prefix	Mr.
First Name	Michael
Last Name	Cassidy
Occupation	Director of Human Resources

- The fee is **\$55** for staff who hold a position which requires a DESE license and **\$35** for those who hold positions that do not require a DESE license. You can pay with a credit card while online or pay when you arrive to the fingerprint center.
- Please print the confirmation page and note the identification you will need to bring with you to the fingerprinting center.

If you are a substitute, bus driver, food service worker or hold any other position where you may also work simultaneously in another public school district, you may select up to 10 other districts where you would like to have your criminal history report sent. You will need to have the Provider ID code of those other districts prior to registering for an appointment. This will require that you call the Human Resources office of those other districts to get their code.

Thank you very much for your cooperation in securing a timely appointment for the national criminal background check. If you have any questions, please feel free to contact the Human Resource Office at 978 674 4327.