

**To:** Hadley School District Applicants

**From:** Hadley Public Schools, Office of the Superintendent

**RE:** Fingerprinting/Background Checks Law

As you wish to be hired by the Hadley Public School District on or after July 1, 2013 you must be fingerprinted. It is suggested that you schedule your appointment as early as you possible. Once we receive confirmation of your fingerprinting appointment your documents will be submitted for review.

If you have any questions please contact the Superintendent's Office (413-586-0822).

To register for an appointment go online: [www.identogo.com/FP/Massachusetts.aspx](http://www.identogo.com/FP/Massachusetts.aspx), select Online Scheduling for one of the available locations or by phone at 866-349-8130. There are locations in Greenfield, Springfield and Pittsfield and Northampton.

**Please use the info below when registering for an appointment:**

Agency Sector: PreK-12th grade education

**Hadley's Provider Id: 01170000** (Substitutes, Student Teachers, and Subcontractors may provide up to 10 districts organization codes to eliminate the need to pay the fee multiple times).

Employer: Hadley Public Schools

Employer Contact Name: Dee Rex

Address of Employer: 125 Russell Street, Hadley, MA 01035

Phone number of employer: 413-586-0822

You will receive a receipt when you are fingerprinted. You must return the receipt to the superintendent's office. The results will be emailed to Dee Rex.

Individuals will pay a fee to comply with this requirement that ranges from up to \$35 for non-licensed employees to up to \$55 for DESE license-holders (including those with pending applications/license).

Substitute teachers are school employees under the new law and, therefore, must submit their fingerprints for the state and national checks. If substitute teachers hold educator licenses issued under G.L. c. 71, § 38G, they will pay a fee up to \$55; otherwise, they will pay a fee up to \$35.