

LYNNFIELD PUBLIC SCHOOLS



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LYNNFIELD PUBLIC SCHOOLS EMPLOYMENT REQUIREMENTS

Your appointment to this position will be contingent upon the receipt of a satisfactory CORI check from the Commonwealth of Massachusetts Criminal History Systems Board, final licensure (if applicable) by the Massachusetts Department of Elementary and Secondary Education, and submitting and successfully passing a fingerprint-based background check consistent with state law requirements set forth in Chapter 459 of the Acts of 2012. Fingerprint background checks must be completed through the State Applicant Fingerprint Identification System (SAFIS) MorphoTrust USA Identogo. Prints may be given at any of the registered locations, including Fingerprint Innovations, 265 Essex Street, Salem, MA 01970.

To register for an appointment visit <http://www.identogo.com/FP/Massachusetts.aspx> and select Digital Fingerprinting. You will register through Pre-K-12 Education ESE (Department of Elementary and Secondary Education). Please use district/provider code **01640000**. At this time you are able to submit up to 10 district organization codes to eliminate paying multiple fees if you are working in more than one district.

You are responsible for the fee associated with the fingerprinting process and it must be completed immediately after the date of hire. Should you fail to submit or fail to pass the background check and/or any of the employment requirements, the Lynnfield Public Schools reserves its right to withdraw its offer of employment to you.

If you have already had your fingerprints taken for another **in-state school district**, you can request they send a Determination of Suitability letter to Diane Borseti at borsetid@lynnfield.k12.ma.us. The letter must come directly from the district who received your results.

Jane Tremblay
Superintendent Lynnfield Public Schools