



Dr. Michelle Balch, Superintendent

EASTHAMPTON PUBLIC SCHOOLS

EASTHAMPTON MUNICIPAL BUILDING

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RE: MGL Chapter 459 of the Acts of 2012 "An Act Relative to Background Checks"

As a newly hired employee of the Easthampton Public Schools, you are required to comply with the requirement of Chapter 459 of the Acts of 2012, "An Act Relative to Background Checks". This law, codified as an amendment to MGL c. 71 § 38R, requires that everyone employed by a Massachusetts school district who may have "direct and unmonitored contact with children" submit to "a state and national fingerprint-based criminal background check." Your fingerprint results must be on file with the Easthampton Public Schools prior to your first day of employment.

Please go to <http://www.identogo.com/FP/Massachusetts.aspx> or phone (866) 349-8130 to schedule your appointment. You will be required to provide the Easthampton Public School's Department of Elementary & Secondary Education (ESE) Organization Code: 00860000. (Substitutes, interns, student teachers, and subcontractors, may provide up to 10 district organization codes to eliminate the need to pay the fee multiple times).

At the time you are fingerprinted you will be provided with a fingerprint receipt. A copy of this receipt must be provided to Sue Colby at the above address. Please note that Easthampton Public Schools does not accept Suitability Determination Letters in place of fingerprint-based background checks. All employees are required to complete a fingerprinting process specifically designating Easthampton Public Schools as the requesting agency.

CORI checks, which also are mandatory, have no associated fee for employees. There is, though, a fee for running the national fingerprint-based checks. The fee currently is \$55 for school employees licensed under Section 38G (DESE-licensed individuals employed as educators and specialists, and *any other employee* who holds DESE licensure, regardless of her/his position) and \$35 for all others. Payment of the fee is the responsibility of the individual employee.

On our District's website, www.epsd.us, you will find the SAFIS Program Registration Guide for Pre-K-12th Grade Education (ESE), as well as the SAFIS-FORM-004, How to Change, Correct, or Update your national Criminal History Record Response paperwork.

If you have any questions, please feel free to contact Sue Colby at 413-529-1500 ext. 121.

Sincerely,

Michelle Balch

Michelle Balch, Ed.D.
Superintendent