

STOUGHTON PUBLIC SCHOOLS

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Joseph F. Baeta, Ed.D.
Superintendent of Schools

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Date: July 6, 2023

To: All Stoughton Public Schools Employees and Applicants

From: Joseph F. Baeta, Ed.D., Superintendent of Schools

Re: **Fingerprinting Information**

This letter is to provide information in regards to the fingerprinting requirements from the Department of Elementary and Secondary Education. All employees are required to undergo fingerprinting and must have a current CORI on file.

MorphoTrust USA has been contracted by the state of Massachusetts to conduct fingerprinting. Registration for an appointment may be made online by visiting:

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

Select Online Scheduling. Appointments may also be made over the phone at (866) 349-8130. You will need to provide the **Stoughton Public Schools DESE Organization Code: 02850000**. There is a fee of \$35.00 associated with this process for non-teaching positions, and \$55.00 for all licensed teaching positions.

Identification must be presented at the appointment. All documents must be verifiable and unexpired with an identifiable photo, the applicant's name and date of birth. The following are considered acceptable.

- Driver's license from any U.S. state or territory
- Valid State Identification Card from any U.S. state or territory
- U.S. Passport or U.S. Passport Card

Once fingerprinting has been completed, the individuals will be provided with a receipt which should be brought to the school. The receipt does not serve as clearance to begin employment. No employee can begin his/her employment until the fingerprint report is received by the Superintendent directly from Identogo.

If you have any questions, please contact your school office.

Thank you.