



STOUGHTON PUBLIC SCHOOLS

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MARGUERITE C. RIZZI, Ed.D.
SUPERINTENDENT OF SCHOOLS

April 1, 2015

To: Parent/Guardian Volunteers:

From: Marguerite C. Rizzi, Ed.D.
Superintendent of Schools

Re: Fingerprinting Information

This letter is to provide information in regards to the finger-printing requirements of the Department of Elementary and Secondary Education. Parents who volunteer at school and have direct, unmonitored contact with children are required to undergo fingerprinting and must have a current annual CORI on file. In addition, all chaperones for field trips are required to undergo fingerprinting because of the opportunity for direct and unmonitored contact with children. Volunteers under age 18 and those who are guest readers or help to copy papers are exempt.

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.

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. A copy will be submitted to the Superintendent's office.

Fingerprinting is required by state law once.

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

Thank you.