



SWAMPSCOTT PUBLIC SCHOOLS
Superintendent's Office
MEMORANDUM

To: All Employees, Field Trip Volunteers(s), Student Teachers, Student Observers, Pre-Practicum Students & Coaches
From: Pamela R. H. Angelakis, M.A., M.Ed.
Subject: Background Checks Law (SAFIS/Fingerprinting)

TO SCHEDULE A FINGERPRINTING APPOINTMENT

Call **1-866-349-8130** to schedule appointment over the phone
or go to website: **www.ma.ibtfingerprint.com** (The Directions are Below).

Click (Schedule a New Appointment)

Under Agency/Sector please select (Pre-K-12th Grade Education)

If you hold a DESE License please select (Licensed Educator)

All others should select (All Other School Personnel)

Swampscott Public Schools Provider ID Code is 02910000.

You may provide up to 10 district Provider ID Codes to eliminate the need to pay the fee multiple times. This should be done at the time you schedule your fingerprint appointment. Results will remain confidential and be filed in the Superintendent's Office. You will only be contacted if results were found unsuitable.

Other surrounding provider ID codes:

Beverly	00300000	Peabody	02290000
Danvers	00710000	Revere	02480000
Lynn	01630000	Salem	02580000
Lynnfield	01640000	Saugus	02620000
Marblehead	01680000		

To find other districts please go to:

<http://profiles.doe.mass.edu/> For more information please visit:

The Act: <http://www.malegislature.gov/Laws/SessionLaws/Acts/2012/Chapter459>

FAQs: <http://www.mass.gov/edu/birth-grade-12/early-education-and-care/background-records-check-resources/frequently-asked-questions-regarding-background-checks.html>

SAFIS Info.: <http://www.mass.gov/eopss/docs/chsb/procedure-for-correcting-a-state-or-national-criminal-record.pdf>

For general questions about the new law and its requirements, please call the Executive Office of Education at (617) 979-8340.