



MILTON ACADEMY

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Dear Volunteers,

As many of you may know, the Commonwealth of Massachusetts has been working to implement a revised background check policy that includes mandatory fingerprint checks in schools. All faculty, staff, and volunteers who have the potential for "direct and unmonitored contact" with students must submit to a National Criminal History Check ("CHRI"). This includes submitting fingerprints to the FBI and Massachusetts State Police (MSP) State Identification Section so that Milton Academy can obtain state and national criminal history record information.

"Direct and unmonitored contact with children" means contact with children when no other CORI or CHRI cleared employee of the school is present. "Contact" refers to any contact with a child that provides the individual with opportunity for physical touch or personal communication. A person having only the potential for incidental unsupervised contact with children in commonly used areas of the school grounds, such as hallways, shall not be considered to have the potential for direct and unmonitored contact with children. Bathrooms and other isolated areas not commonly utilized and separated by sight or sound from other staff that are accessible to children, such as bathrooms, are not considered "commonly used areas."

We have identified your volunteer role as one that has the potential for direct and unmonitored contact with students, and thus you are required to complete both a CORI and CHRI check.

With respect to the CORI check, please complete the CORI authorization form and return it to your Milton volunteer liaison as soon as possible. The law requires that the CORI check is completed in advance of the CHRI check. CORI checks are usually processed within 48 hours after they are submitted.

With respect to the CHRI check, the Commonwealth has identified a contractor, MorphoTrust USA Identigo, as the contractor for this project. MorphoTrust has sites open in different areas of the Commonwealth and is opening more centers each week. As the administrator of this program for Milton, all confidential results are forwarded to me. I will notify you by email when I receive the fingerprint report (usually 24-48 hours after the appointment).

Process:

1. Please make an appointment at the fingerprint enrollment center that is most convenient for you. You can make an appointment by logging on to the website at <http://www.identigo.com/FP/Massachusetts.aspx>. Milton Academy's state issued provider identification number is 01890835.

2. There is a fee for completing your fingerprints. If you hold any active license with the Massachusetts Department of Elementary and Secondary Education ("DESE"), the fee is \$55.00. If you do not hold a license with DESE, the fee is \$35.00.
3. We ask that you pay for the fingerprint check in advance and submit for reimbursement. As you leave the enrollment center you will receive a receipt. If you turn that reimbursement slip in to your liaison, he/she will pass it along to me and I will be sure that you are reimbursed as quickly as possible.
4. I recommend allowing 30 minutes at the fingerprint enrollment center. It should only take 15 minutes to complete the process, but I would allow a few extra minutes on both ends of your appointment.

Thank you, in advance, for helping Milton comply with these new regulations. If you have any questions or concerns, please do not hesitate to contact me at 617-898-2286 or deborah_otoole@milton.edu.

Best regards,



Deborah Beyer O'Toole
Chief Human Resources Officer