

Quincy Public Schools Parent/Guardian SAFIS, CORI and SORI Information

An Act Relative to Background Checks was signed into law by Governor Patrick on January 10, 2013. The policy requires **all individuals who may have direct and unmonitored contact with students** to have a CORI (Criminal Offender Record Information) check and a SAFIS (Statewide Applicant Fingerprint Identification Services) check conducted prior to any unmonitored contact with students. Quincy Public Schools has added a third component, the SORI (Sex Offender Registry Information) check, to all background checks.

Statewide Applicant Fingerprint Identification Services (SAFIS)

This one-time process involves submitting your fingerprints at a specially designated center. The Statewide Applicant Fingerprint Identification Services (SAFIS) MorphoTrust USA Identogo registration website is available for all districts, charter schools and private schools to schedule fingerprinting appointments for the National Background Checks (NBC). Please be advised that the NBC fee for employees holding a professional license (DESE License) is \$55 and the NBC fee for all other school personnel, including parent/guardian volunteers, is \$35. If you schedule an appointment and miss it without rescheduling, you may be required to pay another registration fee. Please note, there may be Saturday appointments available.

Please go to <https://ma.state.identogo.com/> to schedule your appointment for your NBC. Enrollment centers are currently available in Randolph, Norwood, and East Boston; see website for additional locations. **The Quincy Public Schools Organization/Provider Identification Code is: 02430000.** Please make sure you input this code into the appropriate field so that your information is sent to the Quincy Public Schools. If you do not input the correct code, your application will remain incomplete.

Criminal Offender Record Information (CORI)

Massachusetts requires all schools to conduct criminal background checks (CORI) every three years on current and prospective employees, volunteers, school transportation providers, and others who may have **direct and unmonitored contact with students**. Please note you will be asked to provide your MA driver's license or other government-issued photo identification when your initial background check is conducted. Your school principal or HR staff will need to visually verify your identity and will make a copy of your identity document to accompany your CORI request form to the Human Resources office.

Sex Offender Registry Information (SORI)

Quincy Public Schools also requires a SORI check upon hiring or for volunteers who may have **direct and unmonitored contact with students**. The CORI request form includes an acknowledgement for the SORI check. This form is available in your school principal's office.

Reminder: All parents/guardians who wish to volunteer or chaperone at school activities that include the potential for unmonitored contact with a student other than their child are required to complete SAFIS, CORI, and SORI checks prior to volunteering in the Quincy Public Schools.

Examples of activities that require SAFIS/CORI/SORI checks include but are not limited to:

Volunteering at school book fairs

Chaperoning field trips

Volunteering at field day activities

Volunteering at school end-of-the-year activities

Chaperoning movie nights

Volunteers should assume any activity involving students will require a background check.

Please contact your school principal for more information regarding the SAFIS, CORI and SORI requirements for a specific event.