

Welcome to Cotting School! You are receiving this notice in preparation for your appointment to be hired by Cotting School. Effective July 1, 2013 all Cotting School employees are required to submit fingerprints for the national criminal background check. Prior to orientation, you will need to make an appointment to schedule your fingerprint session. At orientation, please print along one of the following:

- A copy of your confirmed appointment to have your fingerprints taken, or
- A copy of your receipt that fingerprints have already been taken

The fingerprint process requires two steps. The first step is to register online for an appointment to have your fingerprint taken. The second requires you to go to a location to physically have your fingerprints taken. While the process may sound daunting, registering is simple and the process should only take about 15 minutes.

- Prior to orientation, please visit <http://www.identogo.com> enrollment centers to register for a date, time and location to have your fingerprints taken.
- There are both Saturday and evening appointments available
- When you register, you will be asked to provide a "Provider ID." The Provider ID number for Cotting School is **01550810**.

The fee is \$55 for staff who hold a DESE license and \$35 for those who hold positions that do not require DESE licensure. You can pay online with a credit card or when you arrive to the fingerprint center.

Thank you very much for your cooperation in securing a timely appointment for the national criminal background check. If you have any questions please feel free to contact Althea Ioakimidis or Ann Dube for assistance.