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Notice to All Staff Hired After 7/01/01

Effective July 1, 2021

Legislation is requiring all new staff members, interns, and student teachers to be fingerprinted within thirty days of employment. The state has come up with a new process for providing background checks for our newly hired staff members, interns and student teachers.

Beginning with employees hired after 7/1/01, we felt it would be best practice to require fingerprinting completion before an employee begins work. This includes two components:

1. Being fingerprinted by Mr. Crandall of the Griswold Public School security staff in the Superintendent's Office, located at Griswold Middle School, 211 Slater Avenue, Griswold, Connecticut 06351. Robin Drobiak will assist you in the process of scheduling an appointment with Mr. Crandall.
2. Submitting pre-registration and payment is required. Please follow the link to pre-register and pay your fingerprints:

<https://ct.flexcheck.us.idemia.io/CCHRSPreEnroll/>

When you click on the link above, you will be required to enter a service code. The service codes are as follows:

Service Code: 6CDE-2287 for BOE Employees hired in Paid Positions. A credit or debit card is required to pay the fee of \$12.00 during the pre-registration process.

Service Code: 2B07-8081 for Student Teachers and Interns in Unpaid Positions. A credit or debit card is required to pay the fee of \$11.25 during the pre-registration process.

Once Pre-Registration Process is complete, please e-mail Robin Drobiak at rdrobiak@griswoldpublicschools.org to confirm the pre-registration process is complete and to schedule an appointment to complete the fingerprint card for submission to the state. You are required to bring a check for the fingerprinting process. The check is made payable to: Griswold Public Schools in the amount of \$15.00.

Thank you!