



MEXICO ACADEMY & CENTRAL SCHOOL

Inspiring Excellence and Leadership in All!

16 Fravor Road • Suite A • Mexico, NY 13114 • 315-963-8400

CENTRAL ADMINISTRATION

Dr. Donna Runner
Superintendent of Schools

Colleen Root
*Assistant Superintendent for
Curriculum & Instruction*

Elizabeth DiCosimo
*Assistant Superintendent for
Teaching and Learning*

Sheilla Roth
School Business Executive

Harmony Rice
*Secretary to the Superintendent
and
District Clerk*

STEPS FOR FINGERPRINT CLEARANCE

In order to work in any capacity within the school district, you must be cleared through the NYS Education Department fingerprinting process.

- 1) Go to the website www.highered.nysed.gov
- 2) Click on the Fingerprinting drop-down menu (top-left of screen)
- 3) Click on the URL for an Employee Applicant
(<https://uenroll.identogo.com/workflows/14ZGR7>)
- 4) Follow the instructions to set up an account with Identogo
- 5) The fee is \$102.00

If you have any questions, please call 315-963-8400, ext. 5425