



School Visitor Procedure

Please have Personal ID ready (preferably a Driver License or State Issued ID with a 2D barcode). Please follow this procedure when visiting our schools:

1. Use the Intercom mounted near the front entrance to communicate with our office staff.
2. Please stand in front of the camera and press the communication button, our office staff will respond verbally.
3. Please state your name and reason for your visit.
4. If dropping off items for your child, please follow the directions of the staff member. For all other visits, a state issued ID will be needed to enter the building.
5. Our staff will then release the door lock to let you into the vestibule.
6. You will then proceed to the Visitor Sign In Kiosk mounted on the wall inside the vestibule.
7. Please follow all on screen directions
8. When signing in, you will be required to scan your Driver License or ID and take your picture.
9. If you encounter any difficulty with the kiosk, please use the intercom next to the kiosk to ask for assistance.
10. Once your sign in completes successfully, our staff will release the inner door lock.
11. Please proceed to the main office or security desk to receive your visitor badge and directions.

Notes:

All visitors will be required to present valid identification

All visitors will need to sign in upon arrival each time you visit our schools

All visitors will be subjected to a background check during every sign in