Dear Parents and Guardians,

As part of our school safety plan, we continually monitor the effectiveness of our processes and practices. A change to the visitor check-in procedure will take place effective February 16, 2016. It is important to carefully read the information in this letter so that you will not experience any inconvenience when checking into our schools.

Beginning February 16, 2016, all visitors must present a government issued, photo ID in order to check-in at the Kiosk at each school. A simple swipe of the ID will generate a visitor status. If the visitor status is cleared, entrance will be granted and a temporary ID badge will be printed and given to the visitor by a designated office staff member. At the conclusion of the visit, the visitor shall return to the Kiosk and log out by placing the bar code from the temporary ID under the bar code scanner on the Kiosk. Then the visitor should discard the temporary ID badge.

The visitor’s status is determined comparing the government issued, photo ID against The National Sex Offender Registry. While the schools of our district are safe and while we hold student safety as the number one priority, we believe requiring a government issued, photo ID will add one more safeguard and instill further confidence that our practices are as safety-centric as possible.

So as to avoid any inconvenience, please come to the Kiosk prepared with your government issued, photo-ID. If all visitors come prepared, the system will be efficient and effective with little time spent waiting at the Kiosk.

I appreciate your assistance with making our schools as safe as possible for our children.

Sincerely,

Carol A. Cary, Ed. D.
Superintendent

PS. Examples of government issued, photo ID include: Driver’s License, Passport, U.S. Military ID, Permanent Resident Card, Pennsylvania (or other) State Identification Card