



American Embassy School
New Delhi

ALUMNI ACCESS POLICIES

Objective: To create a warm and welcoming atmosphere for our former students, parents, and faculty while supporting the current school policies regarding attendance, child safety, and what is in the best interest of student learning.

Who is an Alumni: All leaving students (graduates/non-graduates), Parents, Employees are considered AES alumni

AES Student Alumni

- All students who have attended AES (Graduates/Non-Graduates) will be issued a lifetime alumni card.
- Issued cards will have the year of leaving/year of graduation mentioned on the card.
- Students with an alumni ID card will be able to visit the school without any prior notice.
- All alumni are exempt from security checks for the 1st year from the date of issuance of the card. After which standard security checks will apply.
- Upon entering the campus, all alumni must check in with the Marketing & Communications Office. Security will escort the alumni to the office.
- Upon arrival, alumni will go through standard security checks ONLY if: their alumni ID card has expired (old ID cards that were previously issued), the card does not have an expiration date, or they do not have an alumni ID card.
- If the individual does NOT carry an alumni ID card they will be treated as a normal visitor to the AES campus for Security purposes, and the Marketing & Communications Office will be contacted to verify the alumni. Please carry ID proof to enter. They will be escorted by Security to the marketing office.
- If interested in a campus tour, alumni should send an email in advance to alumni@aes.ac.in or by calling the Marketing & Communications Office. We would be happy to schedule the tour and take you around.
- Alumni are not allowed access to facilities (pool, tennis courts, gym, etc), unless they are the guest of a current AES member OR they have received advance permission from the Marketing & Communications Office.
- Cards will not be retroactively provided to students or replaced without special permission by the Marketing & Communications Office. Replacement cards cost Rs. 500.
- Expired alumni ID cards or cards without expiration dates should be turned in and exchanged for the new lifetime alumni ID card.
- If the alumni intend to regularly visit the campus for reasons acceptable to the Marketing & Communications Office, they will be granted special permission to enter the campus without Security Screening or being escorted. In this case, the Security Head will inform gates to allow such access. To receive such permission, the alumni must email alumni@aes.ac.in or call the Marketing & Communications Office, and the Marketing & Communications Office will verify the request with the relevant members of Administration before granting permission.
- Alumni can access the campus during school hours (days when school is in session from 8:30 am - 3:35 pm). If an alumni plans to visit the campus beyond these hours they would need permission from

the Marketing and Communications Office who in turn would inform the security after getting the necessary approvals from the members of the administration team.

Policies for attending “A Day at AES”

Elementary and Middle School

- Former students and guests are allowed to attend one day. They must shadow a student of a similar age. A parent request must be submitted three days in advance to the appropriate divisional office; all guests must provide an emergency contact number. For Elementary students, classroom teacher permission is required (and will be obtained by the administration.) Please contact the Elementary/ Middle School office directly.
- Former students who left more than two years ago should contact the Marketing & Communications Office.

High School

- Former students who are not graduates, or approved guests, are allowed to visit one day (hosted by a current AES student), during lunch period (11:50 am – 12:30 pm), or after school (after 3:45 pm accompanied by a current student with proper ID presented at the gate) with proper guard clearance. In both cases, at least a 24-hour notice approval must be granted from the HS administration, including clearance for any guests. Please contact the HS office directly.
- Former students who left more than two years ago should contact the Marketing & Communications Office.

AES Parent Alumni

Parents of graduate/ non- graduate students leaving AES are eligible for an Alumni Parent ID card with a 2-year expiration date from their child’s graduation/year of leaving.

Alumni Parent ID cards will be issued if:

- 1) you are continuing to reside in Delhi, and
 - 2) you do not have other children enrolled at AES.
- Parents with an alumni ID are welcome on campus without prior notice and are able to access Tiger’s Den, library, games, performances, etc.
 - Alumni parents are not allowed access to facilities (pool, tennis courts, gym, etc), unless they are the guest of a current AES member.
 - All parent alumni are exempt from security checks for the 1st year from the date of issuance of the card. after which standard security checks will apply.
 - Alumni parents do not need to be escorted UNLESS their card has expired or does not have an expiration date. In this case, Security must contact the School Office where the alumni parent intends to visit to verify the parent’s access.
 - Access hours for parents are 7 am to 7 pm, Monday through Saturday, as well as during any campus-wide events. If the parent’s ID card has expired and they need to be escorted, we can only guarantee access during school hours (days when school is in session from 8:30 am - 3:35 pm).
 - If the parent’s ID card has expired and they intend to regularly visit the campus for reasons acceptable to the Marketing/Communications Office and Administration, they may be granted special permission to

enter the campus without a Security Screening or being escorted. In this case, the Security Head will inform gates to allow access. To receive such permission, the Graduate Parent must email alumni@aes.ac.in or call the Marketing & Communications Office, and the Marketing & Communications Office will verify the request with the relevant members of Administration before granting permission.

- If the individual does not carry an alumni ID card they will be treated as a normal visitor to the AES campus for Security purposes.
- Parent alumni cards will not be renewed past the expiration date, however, they are always welcome to visit AES by contacting the Marketing and Communications Office.
- In the case of lost/misplaced ID's (within the 2-year expiration date from the child's year of leaving), replacement cards will be issued at the cost of Rs. 500 by the Marketing & Communications Office.

AES Employee Alumni

AES employees that are leaving will be eligible for an Employee alumni ID card with a 2-year expiration date from their year of leaving. Please contact the Marketing and Communications Office to issue the card.

Alumni Employee ID cards will be issued to the following:

Faculty - Upon completion of 2 years of service at AES

TAs and NTS - Upon completion of 5 years of service at AES

- Employees with an alumni ID are welcome on campus without prior notice and are able to access Tiger's Den, library, games, performances, etc.
- Upon entering the campus, all alumni must check in with the Marketing & Communications Office. Security will escort the alumni to the Office.
- Alumni employees are not allowed access to facilities (pool, tennis courts, gym, etc), unless they are the guest of a current AES member.
- All employee alumni are exempt from security checks for the 1st year from the date of issuance of the card. after which standard security checks will apply.
- Access hours for employee alumni are 7 am to 7 pm on Monday through Saturday, as well as during any campus-wide events. If the alumni ID card has expired and they need to be escorted, we can only guarantee access during school hours (days when school is in session from 8:30 am - 3:35 pm).
- If the employee ID card has expired and they intend to regularly visit the campus for reasons acceptable to the Marketing/Communications Office and Administration, they may be granted special permission to enter the campus without a Security Screening or being escorted. In this case, the Security Head will inform gates to allow access. To receive such permission, the employee alumni must email alumni@aes.ac.in or call the Marketing & Communications Office, and the Marketing & Communications Office will verify the request with the relevant members of Administration before granting permission.
- If the individual does not carry an alumni ID card they will be treated as a normal visitor to the AES campus for Security purposes.
- Employee alumni cards will not be renewed past the expiration date, however, they are always welcome to visit AES by contacting the Marketing and Communications Office.
- In the case of lost/misplaced ID's (within the 2-year expiration date of leaving), replacement cards will be issued at the cost of Rs. 500 by the Marketing & Communications Office.

Policies are subject to change at the discretion of the Marketing & Communications Office in consultation with relevant members of the Administration.

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