



Dear Parent/Guardian:

Monongalia County Schools will continue to use the Raptor Visitor Management System in all of our district schools to build on the district's program of campus safety for students and faculty. Part of keeping students and faculty safe is knowing who is in our building at all times and the Raptor system will allow us to do that. The Raptor system will better allow us to track visitors, contractors, and volunteers in our schools and provide us with a safer environment for our students and staff.

Upon entering a building, visitors will be asked to present a valid state-issued ID, which will be scanned into the system. The Raptor system will check to ensure that registered sexual offenders are not entering our buildings. It is important to note that the Raptor system only scans the visitor's name, date of birth and photo for comparison with a national database of registered sex offenders. Additional visitor data from the driver's license is not gathered nor is the system connected to any other system such as the Department of Motor Vehicles. Therefore, any other information on the ID is not scanned by the system and is not accessible to any of the users. Once entry is approved, Raptor will issue a badge that identifies the visitor, the date, and the purpose of his/her visit.

A visitor's badge will not be necessary for those who visit our schools simply to drop off an item in the office or pick up paperwork. Should someone not have identification, he/she can still be given access to the building. An administrator or designee will meet with the person and determine what is needed. If necessary, the individual will be escorted into and then out of the building.

If you are interested in learning more about the Raptor visitor management system, please visit the Raptor Technologies website ([www.raptortech.com](http://www.raptortech.com)). If you have any questions, please contact Adam Henkins, Director of Safe and Supportive Schools, at 304-291-9210 ext.1516.

The safety of our students is our highest priority and the Raptor visitor management system provides a consistent way to aid in keeping away people who may present a danger to our students.

Therefore, all visitors to the school must be scanned into the system and obtain a visitor badge. Thank you, in advance, for your understanding and support of enhancing school safety protocols in our district.

Sincerely,

*Adam Henkins*

Adam C. Henkins  
Director of Safe Supportive Schools  
Monongalia County Schools