



Administrative Regulations

South San Antonio Independent School District

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Visitors Registered Sex Offender Visitation - 2023	

GKC – Community Relations: Visitors

Registered Sex Offender Visitation Request

Prominent notices shall be posted at each campus requiring all visitors to first report to the campus main office. This shall apply to parents, volunteers, social service workers, invited speakers, maintenance and repair persons not employed by the District, vendors, representatives of the news media, former students, and any other visitors. Visits to individual classrooms during instructional time shall be permitted only with the principal's and teacher's approval, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal classroom environment.

The Superintendent and campus administrators shall develop and implement procedures regarding a campus visitor who is registered as a sex offender. These procedures shall address:

1. Parental rights;
2. Escort by District personnel;
3. Access to common areas of the campus;
4. Access to classrooms;
5. Drop off and release of students;
6. Eligibility to serve as volunteers; and
7. Any other relevant issues.

EXHIBIT A—Sex Offender Visitation Request

EXHIBIT B—Agreement Exempting Registered Sex Offender from Notification Requirements



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Exhibit A—Sex Offender Visitation Request

If you are a registered sex offender, you must seek permission to visit a campus premises by completing this form and submitting it to the Superintendent’s office for approval. After a decision is made to grant or deny permission to visit, a copy of the form will be returned to you. This information will be kept in the District main office, and provided to the appropriate campus administrator at the campus you wish to visit. Unless an exception has been granted and a written agreement entered into providing an exemption, you are required by law to immediately notify the campus main office of your presence on the campus premises and your registration status.

Notice: Until written permission is received, you may not visit District property except under the limited circumstances described in GKC(LOCAL) and (REGULATION).

Name (print): _____

Address: _____

Campus or visit location: _____ Date of requested visit: _____

Signature: _____ Today’s date: _____

I request permission to be on campus premises for the following reasons (please be specific):

For Office Use Only

Permission is granted for the above individual, who is a registered sex offender, to have access to the school campus for the following purpose(s): (check all appropriate boxes)

- Transporting his or her child to or from school;
- Picking up his or her child’s assignments from the campus administrative office;
- Attending scheduled meetings or conferences with school personnel to discuss matters related to his or her child;
- Attending ceremonies, competitions, or performances in which his or her child is participating; and
- Serving as a volunteer in his or her child’s classroom under constant, direct supervision by District personnel.

Permission is denied – Reason(s): _____

Superintendent Signature _____ Date _____



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Exhibit B—Agreement Exempting Registered Sex Offender from Notification Requirements

Notice: Until written permission is received, you may not visit District property except under the limited circumstances described in GKC(LOCAL) and (REGULATION).

In accordance with the Code of Criminal Procedure, Article 62.064, a person who has entered into a written agreement with a school may be exempt from the requirements to immediately notify the main office of the school of the person's presence and registration status when on the premises of any school during standard operating hours.

This agreement exempts you from the requirement to notify the campus main office of your presence on the premises of _____ (campus) and registration status only under the following circumstance:

_____ Transporting your child to and from school in designated pick-up and drop-off locations outside the building

_____ (Add other circumstances): _____

You must comply with Article 62.064 under all other circumstances. This agreement will be kept in the District main office and provided to the appropriate campus administrator at the campus you wish to visit.

Name (print): _____

Address: _____

Campus or visit location: _____ Date of requested visit: _____

Signature: _____ Today's date: _____

Superintendent Signature _____ Date _____