Dear Parents and Guardians,

Ensuring the safety and security of our students, staff and building visitors is our highest priority. To enhance our security measures, we will be consistently using the Verkada Visitor Management system. This system allows us to screen visitors when they arrive at the main office of the Jackson and Wood Schools. The Verkada Visitor Management system scans each visitor's government-issued ID (US state-issued driver's license only), cross-referencing it with national criminal databases and sex offender registries. If there's a matching record, the system alerts our office personnel for further review. If there's no matching record, the visitor will receive a printed badge that must be worn at all times while in the school building. **Please remember to bring your US state-issued driver's license when you visit our school. Note: Passports will not be accepted.**

Here's what you can expect:

Check-In Process:

- Upon entry into the school building, visitors will check in electronically using the Verkada Guest app on the iPad at the main office.
- Visitors will select their "Guest Type" (Parent/Guardian, Vendor, Volunteer, or Pre-Approved Guest) before entering their phone number on the iPad.
- They will then scan their US state-issued driver's license on the iPad. Note: If a visitor does not have a US state-issued driver's license, access may still be granted, but they will be escorted by school office personnel.
- If no matching record is found, a check mark will appear, and a visitor badge will be printed. This badge **must be worn at all times** while in the school.
- If a matching record is found, office personnel will conduct further review of the record. Once the record is resolved, a visitor badge will be printed. This badge must be worn at all times while in the school.

Confidentiality:

- Only the visitor's full name and date of birth are extracted from the ID to search the national criminal records database and sex offender registries.
- The search results remain confidential and are not shared with any third parties. The third-party database provider deletes the information used for the search within 24 hours.

Check-Out Process:

- Before leaving the school building, visitors will return to the main office and select "End Visit" on the iPad before entering their phone number to check out.
- **Please note: Use of the visitor management system may not be necessary for those visiting the school to drop off an item or pick up paperwork.**

Since this is a new program, the check-in process may take longer than usual. Signs will be installed at each entrance to guide visitors through the steps to gain entry. You may also refer to these instructions.

We appreciate your patience and cooperation as we introduce these new practices. Our office personnel are learning to use the new tools, and as with any technology-driven system, there may be occasional glitches or challenges. We ask for your understanding as we work through these issues.

Thank you for helping us to enhance the safety and security at both of our schools. Please refer to the FAQ for more information.