



Fairfield Public Schools Raptor Visitor Badge Sign-In System Instructions

For Visitors (including parents, contractors, and guests):

1. Enter the Building:

- All visitors must check in using the newly mounted iPad in your building's main entrance area (the system will be located in the vestibule for schools who have this area, or outside the building for schools without a vestibule).

2. Present Your ID:

- A valid government-issued photo ID (e.g., driver's license, state ID, passport) is required.
- Visitors will scan their ID into the Raptor system for verification.

3. Check-In Process:

- The Raptor system will check your ID against the national sex offender registry.
- If cleared, a visitor badge will be printed with your name, photo, and destination.

4. Wear the Badge:

- Place the visitor badge on your upper body where it is clearly visible at all times.

5. While in the Building:

- Remain in approved areas only.
- Always be accompanied by a staff member if required.

6. Check Out:

- Scan your badge to complete the sign-out process.