



*Serving With Pride The
Township of Manalapan
and the
Borough of Englishtown*

*Nicole Santora, Ed.D.
Superintendent*

**OFFICE OF SCHOOL
SAFETY & SECURITY**

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September 2026

Dear Parent/Guardian,

The **Visitor Aware** management system is the district's visitor management service designed specifically to help keep schools secure by ensuring that only safe visitors are granted access to our schools. This service provides an additional layer of security for your children by validating the identities of anyone entering the premises, determining if they are a potential threat and keeping accurate records of all school visits. This system replaced Passage Point, our previously used visitor management system.

Use of the Visitor Aware Management System is **MANDATORY** for all visits requiring entry to any of our district schools. Some reasons are listed below, but are not limited to the following:

- Visit with a teacher
- Meeting with a school administrator or other staff member (e.g. IEP meetings)
- PTA / PTO visit during school hours
- Any other reason for entering your child's school during school hours

Note: This process will **not** be necessary if you are simply dropping off an item for your child or you are picking up your child early from school since entry into the building is not granted for these situations.

Visitors are required to have a valid state issued identification card, such as a driver's license, in order to check in to the Visitor Aware system. Valid identification helps ensure accuracy and that the person checking in is the same as the ID holder. Once your identification is scanned and validated in the system, a secured visitor profile is created, which will be used to identify you for any future visits. Your information is **only** used for identification validation and we do not use your data for any other purpose.

Here's a quick overview of the process:

- To enter a school building, visitors will press the intercom buzzer connected to the front desk and will be asked to state their name and purpose for the visit.
- Visitors will then use the provided iPad kiosk to access the Visitor Aware system.
- First tap the *Visitor* button. Next, tap the *Check In* button and take your photo using the iPad's front camera.
- Place your ID in the attached holder on the back of the iPad and using the rear camera, take a photo of the front of your state issued identification. Then, again using the rear camera, turn your ID around and the iPad will automatically scan the bar code on the back of your identification.
- Select your intended destination inside the school.
- Once verified through the system, school staff will allow entry into the school building and staff will give the visitor a printed ID tag to be worn for the duration of their visit.
- After the completion of your visit and upon exiting the building, return your ID tag and check out at the iPad kiosk.

For security purposes, no one should ever hold an exterior door open for other visitors. Each visitor must be screened and verified individually before entering a school building.

If you have any additional questions regarding the Visitor Aware Management System, you may view this [FAQ](#) sheet. We appreciate your cooperation in our efforts to keep everyone safe and secure.

Sincerely,

Edward Heckel

Director of School Safety and Security