A Message from the Principal

New Visitor Self Check-In Kiosks

Dear Beecher Road School Families,

We are pleased to introduce new visitor self check-in kiosks to make arriving at Beecher Road School more efficient while helping us maintain a safe and welcoming environment. Visitors must check in before proceeding beyond the North Office vestibule into the main school building for a **classroom visit**, a **meeting with a teacher or administrator**, a **visit with the school nurse or Café Manager**, or **another scheduled activity**.

The process is quick and staff members will be available to assist you. Here is what to expect:

1	OR	OR	2	3
SCAN ID	**ENTER INFO**	**SCAN PASSPORT**	**TAKE PHOTO**	**RECEIVE BADGE**
Scan your government-issued photo ID	Enter your first name, last name, and date of birth	Scan your Raptor Digital Passport QR code	Take a quick photo for your visitor badge	Office staff will provide your printed badge

Speed up check-in with Raptor Safe

Download the free Raptor Safe app for iOS or Android and create a Digital Raptor Passport. Your secure QR code can speed up kiosk check-in and reduce repeated data entry.

APPLE APP STORE	GOOGLE PLAY
Download Raptor Safe for iPhone	Download Raptor Safe for Android

Photo reminder

Please remove hats, hoodies, and eyeglasses before your photo.

Wearing and returning your badge

Please wear your visitor badge at all times while inside the building. Before leaving, remove your badge, tap Sign Out on the kiosk, and scan the badge using the camera on the rear of the device. Signing out helps us accurately track who is in the building.

When kiosk check-in is not required

You do not need to use the kiosk if you remain in the North Office vestibule while picking up or dropping off a student, or while leaving an item at the check-in window. This includes a lunch bag, water bottle, instrument, school project, clothing, or another student item. If you will proceed beyond the vestibule into the main school building, please complete the visitor check-in process and receive a badge.

Thank you for your cooperation and for helping us keep Beecher Road School safe, secure, and welcoming for everyone.

Warmly,
Analisa Sherman
Principal