



## A Message from Worthington City Schools

March 2019

As part of our on-going efforts to improve the safety of our schools, Worthington is beginning to implement visitor management systems. Below is an FAQ:

### What are visitor management systems?

Visitor management systems are technology solutions that streamline the visitor sign-in process and track specific visitor data such as who is entering the school and when, the reason for the visit and who was visited. Additionally, many systems record photos of the visitors or scan driver's licenses that are presented by visitors not only to help confirm the identity of the presenter, but also to check for persons that should not be permitted to enter for a variety of reasons, including sex offender status, restraining orders or parental rights disputes. Most solutions also can be utilized on contractors that are visiting the building and will print a badge displaying specific times and locations for their visit. Many systems can also manage late student arrival and signing out procedures and print the passes to return to class.

### Why is WCS utilizing a visitor management system?

The screening and tracking of guests and contractors is a school safety strategy recommended by safety specialists. Our staff has been trained to approach all visitors to double check that they have a legitimate purpose to be in the building. The badge will confirm that the visitor has been screened and has permission to be in the area making school a safer place for students.

### How will WCS utilize the system?

We plan to require all visitors, substitutes, parent volunteers and contractors to sign in using the system. A visitor will scan a state-issued ID and indicate the purpose of the visit. A self-adhesive visitor pass with a photo will be printed. The visitor will check out by scanning the pass. In addition, the system will be used to track students signing in late or leaving school early.

### Will an ID be required every time?

First time visitors will have the option of downloading a digital pass to their phone. The pass will allow faster check in during your next visit.

### What if a guest doesn't have a state-issued ID?

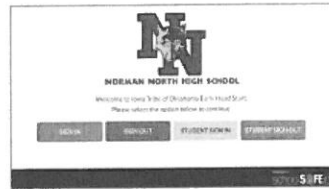
Our office staff will assist the guest to sign in by collecting some personal information.

After testing two systems in January, we have decided to use the remainder of our state safety grant money to purchase SafeSchoolID systems. Users felt this system's "fast pass" feature would allow parents quicker access following their initial visit, reducing the number of times an actual license would need to be presented. Our goal is to have the system in place in all school buildings and the WEC this spring.

While we will not need new policy, we are working to develop guidelines to utilize this tool while protecting the human interaction and customer service approach our staff provides to visitors.

# NEW VISITOR CHECK-IN PROCESS

Our new visitor check-in system requires all visitors to scan their driver's licenses at the interactive kiosk in the front office. Names and dates of birth will be compared to the national database of registered sex offenders. Approved frequent visitors can receive a digital pass, to be scanned in lieu of a driver's license.



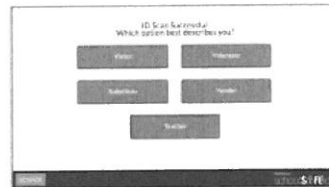
1

Scan the barcode on the back of your license. Confirm your name and date of birth.



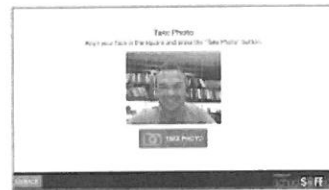
2

Once approved, choose the nature of your visit.



3

Take your photo.



4

Print your visitor pass.



If you are having trouble viewing the document, you may [download the document](#).

# Quick Reference Guide

## School Safe ID

### Downloading a Digital ID

#### Downloading the Digital ID's to their Phone Wallets

##### iPhone Customers

1. Once a visitor receives the sms (text) message, then they will click on the download link. Once the download link reads Visitor Template, then they click on visitor template and their Digital ID will pop up.
2. Once the Digital ID pops up on the face of their phone, they will select ADD in the upper right hand corner of their phone screen. This will add their Digital ID to the *iphone wallet*.

##### Android Phone Customers

1. Go to the Google Play App store and download a free App called *Wallet Passes*. This App will allow them to download their Digital ID into the *Wallet Passes* App for future use when signing into the kiosk station.
2. Once a visitor receives the sms (text) message, then they will click on the download link. Once the download link reads Visitor Template, then they click on visitor template and their visitor Digital ID will pop up.
3. Once the Digital ID pulls up on the face of their phone, they will select ADD in the upper right hand corner of their phone screen. This will add their Digital ID to the *Wallet Passes* App on their android phone.

Tech Support - 1-877-565-0182  
help@schoolsafeid.com



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www.drivemindgroup.com  
330.614.7902  
info@drivemindgroup.com