

# Creative K-12 Visitor Management



On any K12 campus, parents, volunteers, vendors, guardians, administrators, IT staff, electricians, plumbers, architects, and delivery people from FedEx, UPS, DHL, and the US Mail come and go all day long. How can you keep track of them all? And how do you know when they leave the building?

ScholarChip's modular Visitor Management System makes it easy, and it starts with identification. When anyone comes to a school, their drivers' license is scanned, an integrated national database for sex offenders is searched, and if the person is approved, a photo is taken on the spot and they are issued a unique nametag. For consistent visitors, a district can issue a handy fob for repeated use.



Because the system is automated, districts learn who comes into their building and why, in real time. The data gathered can be analyzed; staffing and security decisions are then based on objective, quantifiable information. It's an efficient, cost effective process that keeps schools more secure.

Administrators can also create custom alerts for specific visitors. Do you need to know when the superintendent

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comes to your building? Or have you received notice of a contentious custody battle and a student's father isn't allowed to pick his child up? With a few clicks, ScholarChip's Visitor Management system makes it easy to send a warning to the principal or any other designee whenever that visitor shows up.



## Here are just a few creative ways that ScholarChip's schools can use their Visitor Management systems:



**Guard Station:** Large urban schools often have security stations set up at the entrance of each high school. When a person checks in, security verifies the reason for the visit, a pass is printed with a photo, his or her name and the time of arrival, and the information is captured and stored.



**Deliveries:** Schools typically don't have a mailroom, and most don't track deliveries or the people who come into the building wearing a UPS uniform. But with an automated visitor management system, all are verified against a comprehensive sex offender database, increasing school safety and decreasing risk. Also, Mom wouldn't usually be counted if she's there to drop off lunch or sneakers for gym class, but with a Visitor Management system, these stopovers can be tracked and managed.



**Volunteers:** an automated Visitor Management system can be used like a time clock, so that volunteers check in and out quickly, and administrators see who is in the building instantly. Reports show staffing levels, locations, time and days, and a host of other parameters, which aids in the planning process.



**Attendance Exceptions:** some districts use ScholarChip's Visitor Management System to manage student late passes. Automating the procedure helps students get to class quickly, and it saves administrative time, too. Early dismissals or legitimate exits from the building can also be noted and processed easily.



**Student Pick Up:** It can be a daunting task knowing which parent, guardian, aunt, uncle, brother, sister, neighbor, or friend can pick up a particular student or students, on a specific day or days. ScholarChip's system connects a visitor to existing student data, which makes the process quicker and more streamlined. And because student information is updated daily, the visitor management system is also updated daily.



**Leaving:** Some administrators need to know exactly when a volunteer or visitor leaves, and a sure way to make that happen is holding onto something valuable, like car keys or a smart phone, so that your visitor will have a strong incentive to check out.

A handwritten School Guest List just doesn't cut it anymore; you need to know who comes into your school and when, and acknowledge that they're allowed to be there, in real time. And you need to gather data for evidence-based decision making. Automating Visitor Management is a vital part of keeping your students and staff safe and secure at all times, and ScholarChip is ready to help.

