

VISITOR CHECK-IN PROCEDURE:

In accordance with [District Policy KI, Visitors to Schools](#), all visitors are required to:

1. Report to the office when entering;
2. Show proper identification and state reason for being at the school ; and
3. Wear name tags identifying them as visitors.

Visitor: Any person who does not have a current **Jeffco school** or **district** identification badge shall be considered a visitor. Uniformed law enforcement officers and emergency responders excepted.

Proper Identification: An identification card from one of the following sources:

- U.S. or foreign driver license;
- U.S. or foreign government-issued ID;
- U.S. Military ID; or
- Passport or Permanent Resident Card.

Proper identification must include the following: **first name, last name, date of birth, photo**

Visitor Regulations:

- If the visit is associated with a particular student, school personnel shall clear the visitor for contact by checking the summary tab in Infinite Campus. The visitor must be listed in the "Household" or "Non-Household Relationships" box and must not be flagged for custodial issues (icon just to the right of the student's name) in order to be allowed to contact or sign out a student.
- Parents and legal guardians may request that a student be released to others not authorized in the Infinite Campus system at the discretion of the principal or his/her designee.
- Upon clearance for entry, the visitor shall be issued a visitor badge to be visibly worn for the duration of their visit and returned to school personnel upon departure.
- Uniformed delivery drivers employed by companies such as Fed Ex, UPS, or USPS may be directed or escorted to the main office without signing in. If they are to be left un-escorted in other areas of the building, they must check-in as a visitor.

School and District Personnel

- School and district employees must:
 1. Wear an ID badge issued by Jeffco Public Schools.