



Visitor Identification Check-In System

For the safety and security of our students, all visitors will be required to check in at the front office to gain access to our school during the school day. The following process is now in place:

- A state issued photo identification (driver's license or identification card) will be scanned by the system. Other photo identification will be entered manually. Just bring your identification to the front office.
- An electronic background check is performed by the system in compliance with state laws and district policies.
- If the background check reveals no concerns, you will receive a visitor's badge and may enter the school.
- If the background check reveals a concern, you will meet with the principal at the earliest possible time for a brief discussion. All information discussed will be kept highly confidential.
- **This system is not connected in any way to the immigration database.** Our school will not ask about your family's immigration status.
- Our school may ask you to produce court documentation in the case of a custody concern.
- If our records are inaccurate, you will need to contact the Bureau of Criminal Investigations (BCI) at (801) 965-4445 or <https://bci.utah.gov>
- To obtain a Utah Identification Card, please visit: <https://dld.utah.gov/licensingid-cards/identification-card>

If you have any questions, please feel free to contact the principal, who will be happy to discuss this with you. We appreciate your support in helping keep our students safe and secure.