

VISITOR MANAGEMENT SYSTEM FREQUENTLY ASKED QUESTIONS

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What is the “Welcome Center”?

The “Welcome Center” is part of a visitor management system that enhances school security by monitoring and tracking visitors at Lakeville Area Public Schools. Staff will communicate with you via the phone system and provide support as you complete the four easy steps to securely check-in the building. The “Welcome Center” reads all State issued IDs and prints a badge for the visitor to wear while on school grounds.

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What is the purpose of the Visitor Management System?

The Visitor Management System provides staff with the ability to safely and effectively monitor all visitors prior to entry into the building – allowing staff to take appropriate steps to keep the school, students, staff, and volunteers safe.

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Why is Lakeville Area Public Schools using this system?

Safety of our students is our highest priority. The Visitor Management System will provide a consistent system to track visitors and volunteers while provide an additional layer of security to the school.

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How do I check-in?

To check-in, you will need to follow 4 simple steps. (1.) Push the red button to call the office staff. (2.) Discuss the purpose of your visit and your desired location with the office staff. (3.) Swipe your State issued ID. (4.) Get the printed visitor badge and wear while you are on the school premise.

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Where do I check-in?

The “Welcome Center” is at the front, main entrance in the vestibule.

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What if I forgot my ID?

If you do not have your State issued ID with you, the office staff will ask you a series of security questions prior to entry into the building.

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What kind of IDs will work in the system?

All valid government issued drivers’ licenses and ID cards.

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What information is collected by the system?

Data collected by the system includes first name, last name, state identification number and expiration

date. The database is maintained by a district administrator that modifies the state identification number to only the last four digits on a quarterly basis. All information is destroyed at the end of each school year. Only non-attribution data is maintained for district planning purposes. See the [Visitor Management System Policy](#) for more information.

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Will we be notified when these changes will occur at our specific school?

Each school principal will give you prior notice when your school will be implementing the Visitor Management System. This will include any information for any changes to entry points for your school.

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Which schools are getting the system?

All Elementary Schools, Middle Schools, Area Learning Center, Community Education Building, and Crystal Lake Education Center will be receiving the new Visitor Management System. Two Elementary Schools will implement the new system this spring, Crystal Lake Education Center will implement in the summer, and the remaining buildings will start in the fall of 2015.

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Is an ID card scan necessary for each person comes in the building?

Yes. The ID card scan is required to monitor and track each visit of all visitors. Please allow each person to check-in at the "Welcome Center". If there is a group arriving to the school at the same time, ensure all visitors check-in and follow the office staff instructions.

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Do employees need to check-in every day at their regularly assigned building?

Employees will enter the building(s) using a staff issued ID badge. Each staff will be assigned access to their building(s) during a scheduled determined by building administration.

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What is a person refuses to show identification?

The district reserves the right to deny permission to visit a building or site; permission may be revoked if the visitor does not comply with school district procedures and regulations or if the presence of the individual or group is not in the best interest of students, employees, or the school district as determined by building administration.

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How do people check-out when leaving the building?

To check-out, swipe your state issued ID at the "Welcome Center" on your way out of the building.

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