



# VISITOR MANAGEMENT CHECKLIST

A key component to maintaining a safe and secure campus is implementing a Visitor Management system, giving you control over everyone accessing your campus. Basic Visitor Management systems perform the important task of tracking visitors and guests on your campus. The most robust Visitor Management systems will issue IDs, integrate with your school's SIS, screen visitors against available background data, and more.

Visitors	Your Vendor	Vendor 1	Vendor 2
Cloud Based Software (no software on local machines)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mobile or fixed iPad-based stations, can operate in self-service or staff-managed modes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Know which visitors are on campus from any device, anywhere	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sex offender override for false positive with whitelisting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to pre-register visitors, and run sex offender check prior to the visit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bulk print visitor badges in advance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Issue Digital IDs or QuickPINs for repeat visitors (expedited sign-in/out)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Event management sign-in/out	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Customized wellness screening questions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Touchless sign in experience for visitors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SIS Integration (faculty/staff directory, by campus)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Notes:

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## Parents and Students

	Your Vendor	Vendor 1	Vendor 2
Issue Digital IDs or QuickPINs for faster parent/student sign-in	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scan existing student ID barcodes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scan existing RFID access cards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parents can sign students in/out of school via GPS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MS/HS student sign-in/out (attendance scan, tardy, early dismissal)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Students can sign in/out of school via GPS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Automatic Driver Authorization check for early dismissal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Print tardy and early dismissal slips	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student early dismissal validation rules (don't allow early dismissals without authorization)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notify parents upon student late arrival/early dismissal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notify front office staff of missing students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wellness screening upon arrival	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sync attendance records with SIS (attendance scan, tardy, early dismissal)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Integrated activity/class check in/out for students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Notes:

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