# VISITOR MANAGMEMENT SCORECARD

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

## Notes:

SCHOOLPASS

# Parents and Students

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

## Notes:

**SCHOOLPASS**

# Faculty and Staff

| | Need It | Have It |
|---|---|---|
| Issue Digital IDs and QuickPINs for faster faculty/staff sign-in/out | ☐ | ☐ |
| Scan existing staff ID barcodes | ☐ | ☐ |
| Scan existing RFID access cards | ☐ | ☐ |
| RFID Fob, HID access cards integration | ☐ | ☐ |
| Wellness screening upon arrival | ☐ | ☐ |

# Other

| | Need It | Have It |
|---|---|---|
| Must use Windows Operating System, or special hardware | ☐ | ☐ |
| Must purchase hardware through vendor | ☐ | ☐ |
| Exclusively built for K-12 | ☐ | ☐ |
| Ties into an on/off campus dashboard | ☐ | ☐ |
| Integrated with school Emergency Attendance system | ☐ | ☐ |

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