SCHOOL SAFETY
PLAINLY

FOR STAFF & PARENTS

WHY EVERY VISITOR CHECKS IN

Even familiar faces. Here's why it matters.

AT THE FRONT OFFICE

WHAT TO EXPECT

- **One main entrance.** Many schools route every visitor, parents and volunteers included, through the office.
- **Photo ID and a badge.** Staff check your ID, print a badge, and note where you're going.
- **Sign out when you leave.** It keeps the list accurate.

IN AN EMERGENCY

WHY IT MATTERS

- **The visitor log tells staff exactly who is inside.** A missing name could mean searching for someone who already left, or missing someone who's still there.

MAKE IT EASY

TIPS

- **Bring your ID** even for a quick drop-off.
- **Forgot a lunch or backpack?** Most offices will take it to the classroom for you.
- **Don't hold the door for others.** Let every visitor go through the office.

Procedures vary by school. Ask your office how check-in works there.

In an emergency, call 911 first.

schoolsafetyplainly.org/handouts
Free to copy and share for school and family use.