

Letter to Parents/Guardians

August 2019

Dear Parent/Guardian

Springfield Public Schools is pleased to announce that we will begin using a **visitor management system** known as Hall Pass. The system will support our ongoing efforts to provide a safe environment for our students and staff by helping us better track all visitors in our schools, including parents, friends, volunteers and other guests.

To help prepare for this new process, we are providing the following overview of how the system works.

- Upon entering the school, visitors will be asked to present a valid **state-issued ID**, which will be scanned into the system.
- Upon reading the information, Hall Pass will compare visitor identification data against an integrated, comprehensive **database of registries** for every state and the District of Columbia. This scanning process is quick, easy and has the ability to provide alerts on people who could jeopardize the safety of our school.
- Once the ID has been scanned and entry into our school is approved, the system will create a **unique badge** that identifies the visitor and date of the visit. Visitors will be required to wear this badge throughout their visit.
- Upon leaving the school, the badge is returned to the office for sign out. During that individual's next visit to any SPS school, a **new badge** is easily produced through Hall Pass without the need to rescan the ID.

Please note that through this process, no other data from the ID is gathered or recorded, nor is the information shared with any outside agency. If you are interested in **learning more** about the visitor management system, please visit the Hall Pass website: <http://hallpassid.com/>.

The **safety of our students is our highest priority** and the Hall Pass visitor management system provides a consistent way to help ensure that those who are granted access to our schools do not present a danger to our students and staff. This approach to visitor management complements the work to provide the 31 additional secure entrances approved by voters in April as part of Proposition S. In support of this integrated effort, all visitors to the school must be scanned into the system and obtain a visitor badge.

Thank you for your understanding and support of enhancing safety protocols in our school. If you have any questions or concerns regarding this new process, please let me know.

Sincerely,



Principal

School