



ident·a·kid®
Visitor Management

Alamance-Burlington Schools New Guidelines for Visitors

A visitor is defined as any individual that is not employed or enrolled at the specific site. A visitor is a parent or relative of any student; relative of any employee; any vendor; delivery person, or staff member from other schools or departments entering the school.

All visitors must report to the main office.

The receptionist will greet each visitor and offer assistance with checking in.

- Every visitor must describe the nature of their visit to obtain a visitor pass
- Each visitor will login on the **ident·a·kid®** screen with name and valid driver's license to print a visitor badge
- Badge must be visible while on school property
- Visitors must sign out prior to leaving campus

Tardy and **Early Check Outs** must be entered in the **ident·a·kid®** system with guidance from the receptionist.

*If the **ident·a·kid®** system is inoperable or the visitor does not present a valid driver's license, information about the child may be requested, such as;*

- Child name
- Date of birth
- Address
- Phone number