

A Guide for Welcoming Visitors and Volunteers onto Campus

The mission of our visitor process is that everyone coming to campus is greeted, properly signed in and has an approved purpose for being there.

	Visiting PCS Employee*	Contractors or Vendors	Law Enforcement or DCF Investigator	Parent Visitor	Level 1 Volunteer	Level 2 Volunteer	High School or College Student Volunteer	College Intern or Professor
Sign in electronically in front office	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
How do they sign in electronically?***	PCS Access control card or fob OR by having their driver's license scanned.	By showing the front office staff their FL Schools Contractor Badge and front office staff entering their name into the system.	DO NOT SCAN ID By showing the front office staff their ID and front office staff entering their name into the system.	By having a scannable government id scanned OR by showing the front office staff an ID and front office staff entering their name and birthdate into the system.	By having a scannable government id scanned OR by showing the front office staff an ID and front office staff entering their name and birthdate into the system.	By showing the front office staff their volunteer badge and front office staff entering their name into the system OR by having a scannable government id scanned.	By having a scannable government id scanned OR by showing the front office staff an ID and front office staff entering their name and birthdate into the system.	By having a scannable government id scanned OR by showing the front office staff an ID and front office staff entering their name and birthdate into the system.
Registered as a level 1 volunteer	No	No	No	No	Yes	Yes	Yes	Yes
FBI Level 2 Screened	Yes	Yes	Yes	No	No	Yes	No	Yes
Type of badge worn while on campus	PCS Badge	FL Schools Contractor Badge	Agency Issued Badge	Visitor Sticker	Visitor Sticker or School Made Volunteer Badge	PCS Level 2 Volunteer Badge	Visitor Sticker	Visitor Sticker
Must be kept in line of sight of an employee or level 2 volunteer while on campus***	No	No	No	Yes	Yes	No	Yes	No
Logging volunteer hours	No	No	No	No	Yes	Yes	Yes	Intern: Yes Professor: No

*Substitute Teachers will still sign in with school staff for payroll purposes.

Many forms of ID are **not scannable, but if they have any **government issued** picture id and share their birthdate, you may sign them in manually. For a list of approved forms of identification examples, visit-<http://tinyurl.com/PCSvisitors>

*** School administrators are responsible for coordination and supervision this process at their schools.