Your Organization’s Name

123 Your Organization Street

Your Organization City, ST 12345

{Your Phone Number}

{Your email address}

{enter today’s date here}

Dear Parents and Guardians,

We take the security of our school/district and the protection of your child very seriously. In light of recent acts of school violence nationwide, we have implemented several measures to increase our school’s security.

The U.S. Department of Education’s guidelines for school security recommends limiting school access points and implementing a visitor control system. In response, we have implemented a visitor control and tracking system called Ident-A-Kid Visitor Management. This easy-to-use system scans each visitors ID, takes each visitor’s photo and prints him or her a badge. With our new Optical Scanner, the system is able to instantly perform a sexual offender check with a simple scan of their driver’s license.

When you visit our school, please remember to bring your ID with you. Go to the visitor PC kiosk, click on the appropriate badge, and scan your ID. You will be amazed that this system takes no more time than our present sign-in system. Please wear your badge at all times while in the school. When you leave, simply click the log out box and click on your name. If you need assistance with this system, please feel free to ask from anyone in the office.

Thank you for your help in making our school a safer place for your children.

Sincerely,

**Your Name**