



Visitor/Volunteer Sign In Procedures

Why are PPS schools asking for Government-Issued Identification?

PPS is committed to making our schools safe places for our students and staff. We are taking some additional steps to be certain we know who is in our schools at all times. If you are entering a school beyond the main office while school is in session, you will be asked to sign in as a visitor or volunteer.

1. Present a scannable Government-Issued Identification (ID) on your first visit to the school.
2. The school staff will scan your ID and print an official name badge.

What do you mean by Government-Issued ID?

The first preference is for a scannable photo ID issued by a government agency. Examples include:

- Driver's License (from Oregon or another state)
- State Identification Card (from Oregon or another state)
- Passport ID Card (Passport books cannot be scanned)
- Consular Card

What if I do not have a Government-Issued ID the first time I check in?

1. Provide your full name and date of birth and you will receive an official name badge.
2. On your next visit, please bring Government-Issued ID.

What if I do not have a Government-Issued ID at all?

If you do not have one of the IDs listed above, bring in one or more documents you have that include your date of birth and photo, if possible. Once school staff can verify your identity, you will be able to sign in with just your name at future visits. Otherwise, please sign in with your name and date of birth on each visit. You will still be allowed to enter the school.

For more information, visit www.pps.net/visitor



Do I need to bring a Government-Issued ID every time I go to a PPS school?

No. After your ID has been scanned the first time, you will be able to sign in with just your name and be issued a name badge.

What do you do with the information you collect?

Names and date of birth are instantly compared to the sex offender registry. Your information is not compared to any other database or registry and no other external sources are checked. The information you share is stored in an internal PPS database.

Who will be denied entry into a PPS school?

Registered sex offenders will not be allowed entry into the school