



November 2011

Dear Parent or Guardian:

A network-based electronic visitor management system soon will be installed in your child's school to assist principals and school staff in identifying and verifying business of visitors to the school. This new visitor management system is part of a systemwide Montgomery County Public Schools (MCPS) initiative that eventually will be implemented in all schools.

The new visitor management system is an automated system that replaces the current paper/pencil sign-in/out logs for visitors. The new system will provide a computer, scanner, and printer to the school. Visitors' driver's licenses will be scanned, and those without identification will manually enter their information. All visitors will receive a badge to wear while in the school building and are expected to return the badge before leaving the building.

This visitor management system provides administrators convenient access to several reports; e.g., in the event of an emergency/crisis, visitor accountability is easily accessible. Administrators also can track the number and purpose of visits to their school, including the number of volunteers and volunteer hours. While schools were able to do this in the past, it was a time-consuming task.

The safety and security of our students and staff are an MCPS priority, and this new system is intended to enhance MCPS security measures to ensure a safe and secure learning and working environment. If you have questions regarding this system, please contact the staff of the Department of School Safety and Security at 301-279-3066.

Sincerely,

Larry A. Bowers  
Chief Operating Officer

LAB:fn

Copy to:  
Executive Staff  
Mr. Hellmuth

---

**Office of the Chief Operating Officer**

850 Hungerford Drive, Room 149 ♦ Rockville, Maryland 20850 ♦ 301-279-3626