RAPTOR
TECHNOLOGIES

PREVENT

RAPTOR TECHNOLOGIES GUIDE
TO K-12 VISITOR MANAGEMENT:

Best Practices for Year-Round Safety

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Introduction

ABOUT RAPTOR TECHNOLOGIES

Raptor is driven by our mission to protect every child, every school, every day.

Founded in 2002, Raptor has partnered with over 52,000 schools globally, including over 5,000 K-12 U.S. school districts, to provide integrated visitor, volunteer, emergency management, safeguarding, and early intervention software and services that cover the full spectrum of school and student safety.

Raptor Visitor Management is used by more schools than all other K-12 visitor management providers combined. Raptor empowers schools to:

- Screen every visitor against sex offender registries and custom databases

- Confidently confirm a flagged entrant and immediately send alerts

- Track entrants by role and provide detailed badges

- Release students to approved guardians and track student tardies and dismissals

- Generate accurate district- and school-level reports

- Safeguard your visitor, student, and staff data

- Select between assisted or kiosk options

- Configure the system to your specific needs and protocols

- Integrate with your emergency management and volunteer management systems

HOW TO USE THIS GUIDE

School safety is a journey, not a destination—which means reviewing existing district procedures is best done on a regular basis. This eBook is designed to guide you through the necessary conversations when establishing or revising your district's visitor management policies.

We've included printer-friendly guides at the end to help you make informed decisions about your district's visitor management. Print them out or annotate them digitally —to have them on-hand during your planning meetings.

Chapter 1

OVERVIEW OF AUTOMATED VISITOR MANAGEMENT SYSTEMS

The growing problem of custody issues also presents schools with security concerns and data management problems, not to mention the critical issue of releasing a student to a non-custodial parent or guardian.

Schools relying on handwritten visitor logs or inaccurate visitor screenings have little recourse to protect their students from unsafe or unauthorized visitors.

HANDWRITTEN LOGS LEAVE YOUR SCHOOL AT RISK

Unless the school staff is checking the name against an ID, there is no way to confirm a person's identity. Even if they write their name legibly on a paper sign-in sheet, school staff still know nothing about the person's background or whether they should be allowed to enter the school or pick up a student.

During emergencies that require buildings to be evacuated, paper sign-in sheets become virtually useless. In the commotion, they will most likely be left behind, lost, or damaged, leaving neither a record of who is on the school premises nor a way to determine if all visitors have been safely accounted for.

Paper sign-in sheets also can't be accessed remotely by first responders before they arrive or while they are at the scene.

WHAT DOES VISITOR MANAGEMENT SOFTWARE OFFER SCHOOLS?

Visitor management systems screen a visitor's personal information—ideally from their government-issued ID—against sex offender registries in all U.S. states and territories.

The most powerful systems also screen each visitor against customized, locally owned lists, like those containing individuals with custodial restrictions, banned or restricted access, and expelled students.

This instant screening helps you better determine if the visitor—which is anyone entering your campus, including contractors, guardians, volunteers, and even staff members or substitute teachers—should be admitted to your school.

Up next: The benefits of the most impactful visitor management systems.

Consider this information as you evaluate systems or determine if your existing system is thoroughly protecting your school community. See Chapter 2.

Chapter 2

WHAT MAKES A GOOD VISITOR MANAGEMENT SYSTEM?

Screening and approving each entrant provides peace of mind for your entire school community and is your first line of defense for a safer school.

Whether you are evaluating a new system or implementing visitor management for the first time, keep the following considerations in mind when selecting the best system for your school or district.
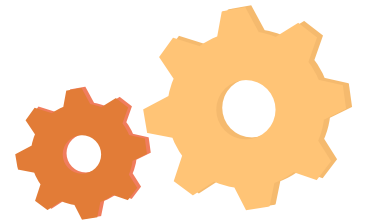
THE MOST POWERFUL, ROBUST VISITOR MANAGEMENT SYSTEMS EMPOWER YOU TO:

- ⊘ Screen every visitor against sex offender registries and custom databases
- ⊘ Confidently confirm a flagged entrant and immediately send alerts
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- ⊘ Generate accurate district- and school-level reports
- ⊘ Safeguard your visitor, student, and staff data
- ⊘ Select between assisted or kiosk options
- ⊘ Configure the system to your specific needs and protocols
- ⊘ Integrate with your emergency management and volunteer management systems

Let's review best practices and how to write a visitor management policy for your school. See Chapter 3.

Chapter 3
DEVELOPING YOUR VISITOR MANAGEMENT POLICY

Writing your visitor management policy is a critical step in safeguarding your school from unwanted entrants. The policy describes your procedure for anyone requesting to enter your buildings.

Safety should be the number one consideration in any discussion about your visitor management policy.

WRITING PROMPT CHECKLIST FOR YOUR VISITOR MANAGEMENT POLICY

COMMUNICATION

- ☐ How will the policy be communicated to staff and administrators?
- ☐ How will the policy be communicated to the parents and others in the community?

VISITORS

- ☐ What information do you need your visitor management system to collect?
- ☐ What forms of ID will you accept?
- ☐ Which visitors will be scanned (i.e., a courier, a parent dropping off lunch, all visitors, anyone going beyond the front office, etc.)?
- ☐ What will happen if the person does not have a valid form of ID that the district/school accepts?
- ☐ What if a visitor refuses to present their ID?

CUSTOM ALERTS

- ☐ Will your district/school need custom alerts? Who is responsible for configuring custom alerts?
- ☐ What types of custom alerts will the district/ school configure (i.e., non-custodial parents, special visitors, no-trespassing orders)?
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- ☐ Who will be building level users? What access level will the building users have?
- ☐ Who will be responsible for creating new users or deactivating users?

SEX OFFENDER & CUSTOM ALERTS

Possible Offender Match

- ☐ What will the protocol be for front office personnel if a possible offender match occurs?
- ☐ How will the protocol respect the privacy of a potential match or positive match?
- ☐ What will happen if there is no potential offender picture displayed and a decision cannot be made from the other details given?
- ☐ What should a visitor be told if a decision cannot be made based on the information provided?
- ☐ Who should be notified that a visitor may be a potential offender?
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Positive Offender Match

- ☐ Who will be notified if a positive offender match is made?
- ☐ What should be said to the visitor if a match is made?
- ☐ What steps will be taken by administration after a positive offender match occurs? Are there different steps if it is a parent/guardian vs. a general visitor?

BEST PRACTICES FOR EFFECTIVE VISITOR MANAGEMENT

The following section covers best practices and examples of visitor management policies and procedures based on Raptor's nearly 20 years of experience and partnerships with over 52,000 K-12 schools globally.

Our goal is not to describe one standard approach. Instead, we'd like to position you to design the best approach for your school and every person in it.

Jot down notes on how you can use and adapt these best practices to meet your school's unique needs as you refine your visitor management policy.

In your notes, consider including:

- Who will own the responsibility for related tasks.

- Details specific to your school—such as your entryway security—that impact your visitor management.

CREATE SYSTEM USER CREDENTIALS AND PERMISSIONS

Tip: Streamline this process by using your district's active directory to automatically create profiles so users won't have to set up additional IDs or passwords for the visitor management system.

PLAN FOR UNDOCUMENTED PERSONS OR THOSE WITHOUT IDS

Consider asking undocumented visitors to provide an alternate form of scannable ID, such as identification from the person's country of origin, which will still allow the system to screen them against the United States sex offender database as well as any locally customized lists.

Note: If a visitor doesn't have a scannable form of ID, consider manually entering information (first name, last name, and date of birth) for screening purposes. You should also take the visitor's photo for their record with an integrated webcam.

ACCEPTED VARIOUS FORMS OF IDENTIFICATION

- Passport

- Birth certificate

- Permanent resident card or alien registration receipt card

- Employment authorization document

- Voter registration card

- Native American tribal document

- Green card

- Consular ID

- Any other ID issued by a foreign government

- Any official document indicating the visitor's full name and date of birth (e.g., insurance card or Medicaid card).

MANUALLY ENTERING VISITOR INFORMATION

Encourage visitors to bring at least one document that, at minimum, provides their full name and date of birth to verify their identity. If the individual is unknown to the school employee, the principal or another administrator should be notified. Based on your security policies, they may decide the visitor needs to be escorted while on campus.

HANDLING VISITORS REFUSING TO PROVIDE INFO OR IDS

If a visitor is reluctant or refuses to share their personal information, your front desk employee should alert your SRO or principal to come to the front office. The SRO or principal can then help determine if the visitor should be allowed on campus and if they need to be supervised during their visit.

CONFIRMING A MATCH

If a visitor is a confirmed match on the sex offender or custom database alert, automated visitor management systems will automatically send alerts to the appropriate personnel for assistance.

If the individual refuses to wait, the school should return their ID and allow the individual to leave. Your visitor management system will keep track of their information and alert the appropriate personnel if they attempt to sign in at another time, even if the next time is at another building in your district.

If the situation escalates, you should use your panic button—ideally integrated with your visitor management system—to alert 911.

SIGNING IN BY VISITOR TYPE

The school or district should determine what visitor types to implement, what data to collect per type, and how to display that data on the visitor badge.

For example, you may want to require contractors to display their company name, but this field may not be applicable for other roles, like guardians. Providing this data on the badge provides a quick way to visually confirm visitor type.

DETERMINE NOTIFICATION RECIPIENTS

When your front desk employee confirms a match, the visitor management system will send instant alerts to a customizable list of recipients. These alerts can be customized by scenario.

For example, the sex offender alert recipients may be different than those receiving the alert when a visitor—previously denied for a reason other than the sex offender database—attempts to sign in. Many schools send these alerts to their principals, SROs, and other security team members so that they can quickly respond to the front office when needed.

DETERMINING WHEN/IF TO ALLOW CONFIRMED INDIVIDUALS

You may have instances where a legal guardian/parent is a registered sex offender or has restricted access to their child(ren). Common responses include:

- Alerting the appropriate personnel to escort the guardian/parent during their visit.

- Limit access to the campus, such as restricted times or destinations.

A similar process can also be followed for contractors or vendors who are confirmed sex offenders.

REVIEWING POTENTIAL DATABASE MATCHES →

When a potential match is displayed—especially when the visitor is standing right in front of you—it can be nerve-wracking to verify the information. It's critical for schools to thoroughly train their staff and have a process in place. It is the school's responsibility to confirm if a possible alert matches the visitor.

If a match cannot be confirmed, the SRO or principal should be notified so that they can determine if the visitor should have access with or without supervision.

Note: screening results can display multiple possible sex offender matches. This is because the database pulls offenders that match multiple criteria, like the visitor's name, birth date, and address.

When comparing an offender or custom alert to the visitor information, confirm the following details:

- Photo
- Name
- Sex
- Race
- Height
- Weight
- Eye color
- Birthday

PARTNERING WITH A VISITOR MANAGEMENT SOFTWARE EXPERT

It's important for districts and schools to partner with trusted K-12 safety software experts when developing their visitor management policies. The partner should have a strong focus on K-12 and keep up with the latest recommendations and best practices. Each school district presents unique considerations and challenges depending on its size, location, and resources. A valuable partner has experience with various clients—from the nation's largest school districts to single-school districts and every size in between—and can anticipate and guide clients through any challenge.

The systems are also applicable to many K-12 safety grants. In the next chapter, we'll review these grants and provide guidance on applying for funds.

COMMUNICATING THE POLICY WITH YOUR COMMUNITY

Sharing information about your visitor management system and policies with your school community can help combat any issues related to visitors not wanting to share their personal information with the school. Consider the following options:

- Send parents/guardians a letter explaining the importance of school safety and the decision to implement the visitor management system. Include a list of approved forms of identification required for check-in, and consider specifying the visitor information stored within the system.

- Frequently send reminders via phone, email, and/or SMS, especially in advance of planned community days, like parent-teacher night.

- Add details about your visitor management plan to your district's website.

- Share your plans with the local media via a press release.

DENYING VISITORS

It's a best practice to designate the school's principals, SROs, or other authorized personnel to inform the visitor if they have been denied access. As some visitors may become angry, it's important to have an emergency management system with a mobile panic button that allows authorized users to quickly summon help. The panic button solution should also allow the user to connect directly with 911 if a police response is necessary.

SIGNING OUT VISITORS

All visitors should be instructed to return to the front desk or kiosk station to sign out. This allows the school to have accurate records of who was in the building and when. This also helps ensure that individuals who have left the campus are not included on the evacuation report list to account for everyone if there was an emergency.

USING KIOSKS

Kiosks allow visitors—as well as students, staff, and guardians at the school's discretion—to sign in and out of the system with minimal staff assistance. Kiosks should screen each entrant and alert the front desk staff to review/confirm any alerts. This can help eliminate congestion in the lobby.

Chapter 4

FUNDING SOURCES FOR VISITOR MANAGEMENT

Keeping unsafe individuals out and knowing precisely who is in your schools are essential steps to increasing safety. Many federal and state-level funding sources and school safety grants, including those listed below, have allowable expenses that directly relate to these core components of visitor management.

OVERVIEW OF FUNDING SOURCES

Take Note of the Important Details

View the funding source's website for funding availability, requirements, and more information.

Print out a hard copy of the RFP and application, then read line-by-line and highlight the critical details. Some details to pay close attention to include:

- ⊘ Due dates
- ⊘ How the source will receive applications (e.g., do you need to register in an online system?)
- ⊘ Contact person and the deadline to ask questions
- ⊘ Formatting and page limitations
- ⊘ Required attachments and signed forms
- ⊘ Create a checklist—or use one provided by the funding source—to confirm your submission fully meets the requirements

FEDERAL FUNDS

The **School Emergency Response to Violence (SERV)** grant through the U.S. Department of Education funds short-term and long-term education-related services to help schools recover from violent or traumatic events in which learning environments have been disrupted.

The **Students, Teachers, and Officers Preventing (STOP) School Violence program** that is offered through the Bureau of Justice Assistance provides funding for solutions that help prevent and/or respond to school violence.

The **School Violence Prevention Program (SVPP)** from the Office of Community Oriented Policing Services (COPS Office) within the U.S. Department of Justice provides funds for technology that expedites notification of local law enforcement during an emergency, as well as other school safety solutions.

The **FY22 Stronger Connections Grant Program (SCG)**, through the Bipartisan Safer Communities Act (BSCA), awards a total of nearly $1 billion to states to provide students with safer and healthier learning environments.

ESSER FUNDS

Three bills:
1. CARES
2. CRRSA
3. ARP

include the "Elementary and Secondary School Emergency Relief Fund" (ESSER) that targets K-12 school districts. ESSER funding originally had to be used on expenses directly related to the pandemic and reopening of schools, but now that most districts are open post-pandemic, schools can use these funds to support school safety measures, including visitor management.

STATE FUNDS

States across the country offer school safety program grants to fund safety technologies. Examples of these include:
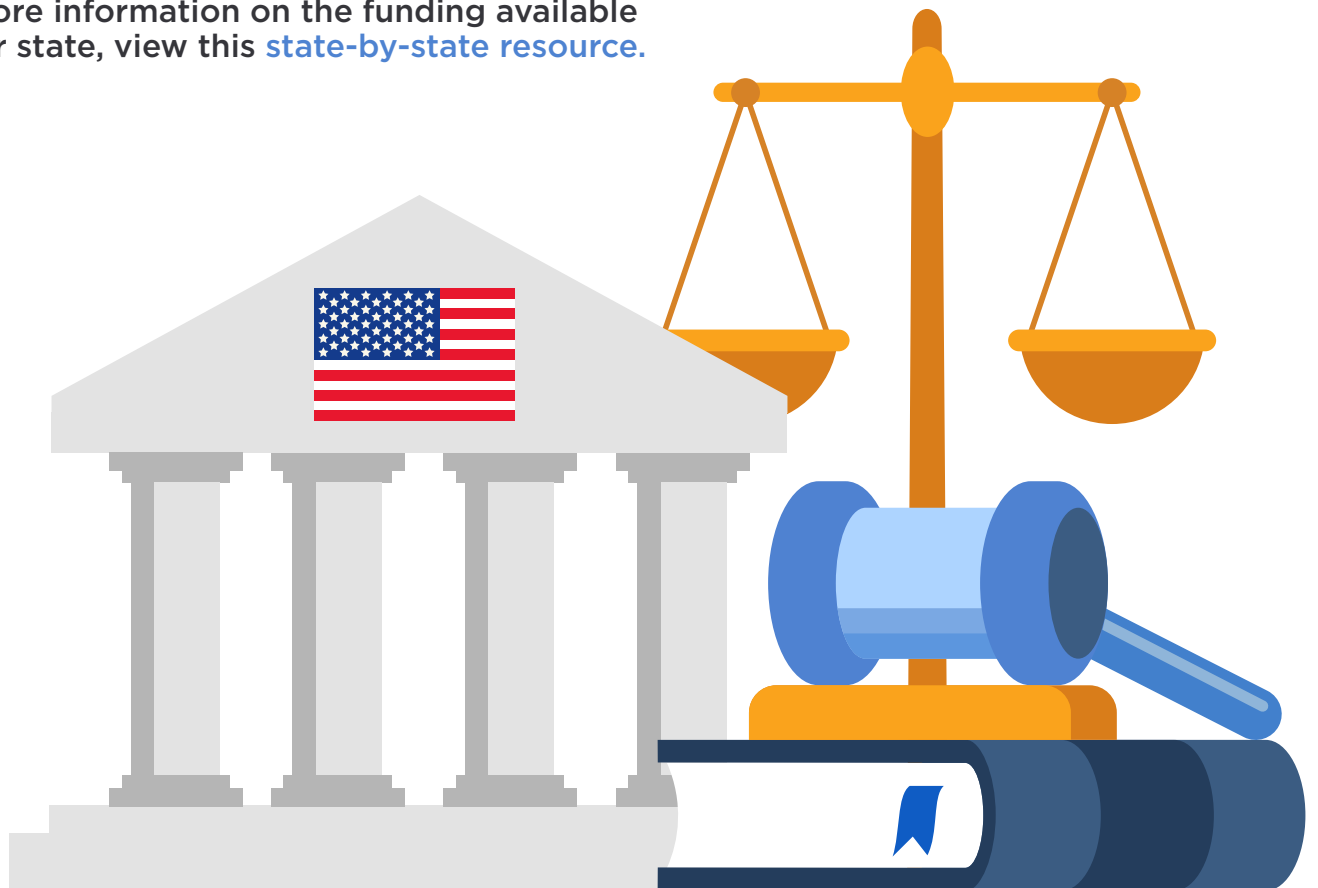
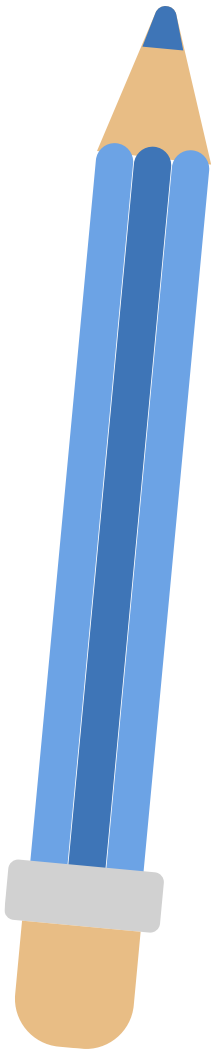**School Safety Standards Formula Grant** from the State of Texas

K-12 School Safety Grant Program from the State of Ohio

Safe Schools Act from the State of Tennessee

School Safety and Security Program from the State of Pennsylvania

For more information on the funding available in your state, view this state-by-state resource.

THREE TIPS FOR WRITING YOUR NEXT COMPETITIVE GRANT APPLICATION

To increase your chance of being awarded grant funds, it's important to clearly describe your project and how it will improve your student, staff, and overall school safety. It's also just as important that your passion is evident and your story persuasive. Below are some best practices to help you write and submit a stronger application.

1 PAY CLOSE ATTENTION TO THE DIRECTIONS

The most common reason grants are rejected is because the applicant failed to follow the instructions in the Request for Funding Proposal (RFP), which some grants refer to as a Notice of Funding Availability (NOFA) or the program guidance document.

Think about it this way: If a funding source can only award 10% of their total applicants—which may number in the hundreds—they will look for reasons to easily deny an application rather than read every single submission. Using the wrong font size or forgetting a required document gives them a legitimate reason to reject your submission—without even having to read your application.

It's just as critical to keep your application within the scope of the grant. You can be disqualified if you attempt to include programs or technology that are outside of the allowable expenses.

2 USE THE SELECTION CRITERIA AS YOUR GUIDE WHEN WRITING

Funding sources use selection criteria to score and evaluate your application's quality, so keep these criteria in mind when writing. Each RFP document will list the specifics, but the most common revolve around:

- How well-developed your proposed project is, and how you will manage the project.

- The severity of the issue you are hoping to address with the funding money.

- How the project will address the issue and what impact it will have on your school or district.

- If your district has the resources to ensure the project's success, including qualified staff to carry out the project.

3 HAVE AN OUTSIDER READ YOUR GRANT

When you work on a grant application for days, weeks, or even months, it can be challenging to take a step back and determine if your application is persuasive enough to win. An outsider, like a staff member in another department or your friend, will have a fresh set of eyes when they review your application—just like the person at the grant office.

Your reviewer should be able to tell you exactly what the grant is for, how your district plans to use the money, and why being awarded will significantly impact your school's safety. They should also provide feedback if your answers are confusing or too general.

7
STEPS

TO IMPROVE YOUR **CHANCES OF AWARD**

1 Choose a grant aligned with your project goals

2 Follow the funder's application directions

3 Develop a robust, accurate budget and project timeline

4 Thoroughly and passionately illustrate how the project will improve your school

5 Write a clear application and story focused on and supported by data and research

6 Strengthen your application by working with a trusted school safety vendor—like Raptor Technologies—who can provide guidance and language for your application

7 Submit your application in accordance with funder's directions—and by the deadline

Now that we know what we must have in our visitor management system and policies, let's go over best practices for implementing your system and ensuring it evolves with your needs. Go to Chapter 5.

Chapter 5

FOLLOWING BEST PRACTICES FOR IMPLEMENTATION & TRAINING

When selecting a school safety partner, ask about their portfolio of services. It should encompass more than installation and configuration. Their services should show that their employees are focused on ensuring your staff is thoroughly familiar with the system and providing support as your needs evolve.
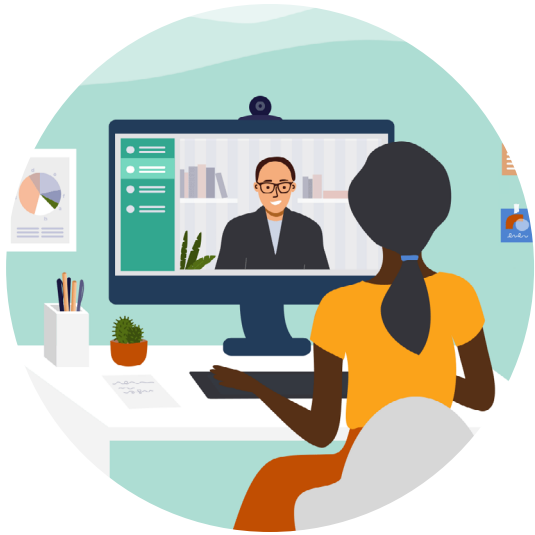
> "
> *The support from installation to full implementation was unbelievable. Any questions or problems we ran across were addressed immediately and explained thoroughly to ensure every stakeholder knew how to operate the system.*
> "
>
> *St. Charles Parish, LA*

IMPLEMENTING YOUR SYSTEM

Here is a quick overview of what a top provider will offer you:

SET-UP & TRAINING

Tailored system configuration that fits your needs including custom categories, settings, and notifications.

Training and overview sessions that demo the system's functionality and answer questions.

Interactive workshops that provide actual hands-on experience using the system tools.

Flexibility to help you implement it at any time in the school year.

MAINTENANCE & SUPPORT

Ongoing data review and evaluation, such as usage of the system with action-oriented recommendations.

24/7 support and guidance through readily accessible videos and documents.

KNOWLEDGE EXPANSION

Regular live learning and development such as webinars and interactive Q&A.

Networking events that let you hear about industry changes, innovative practices, and new solutions.

BEST PRACTICES FOR A SUCCESSFUL IMPLEMENTATION

HAVING EXECUTIVE SUPPORT

An executive sponsor is the person within the district responsible for the project's success. From making decisions on policies and procedures to collaborating with the rest of the team and vendors on a training plan, successful implementation starts with strong executive support.

CLEARY COMMUNICATING

A robust visitor management initiative should include all stakeholders. Multiple departments—from the safety team to your front office staff—need aligned on training plans, policies, and procedures. Clear, regular communication ensures everybody is aware of and comfortable with the project.

Clearly defining the implementation team's roles and responsibilities keeps the project on track and forms the foundation on which the entire implementation is built.

CREATING & MANAGING USERS

A strong user access and permission management structure gives you a scalable, secure way to manage users across your buildings. Using your district's active directory or directory management systems can drastically streamline user creation by:

- Automatically creating accounts for each user based on your district's records.

- Allowing each user to access the visitor management system with the same username and password they use to access other systems within the district's network.

- Ensuring users only have access to the appropriate building(s) and automatically removing users from the system when they are removed from your directory management system.

INITIAL IMPLEMENTATION & TRAINING PROCESS

Your partner should tailor the implementation and training plan to your specific needs. Below is a typical implementation plan based on Raptor's experience implementing visitor management systems at over 52,000 K-12 schools.

1 KICK-OFF MEETING

Your vendor and the district should discuss a high-level overview of the system and a project plan.

2 DISTRICT ADMIN TRAINING

Your district administrators should participate in an interactive training workshop—led by your vendor—to learn how to configure, maintain, and customize your system.

3 DISTRICT CONFIGURATION

The district should take this time to configure their system settings with support from the vendor's implementation professionals.

4 PILOT & ASSESSMENT

The district should select a pilot school, which will confirm the system is configured correctly. Weekly status calls allow the district to provide feedback to the vendor.

5 DISTRICT TRAINING & INSTALL

All schools should have the system installed and all front-desk staff should now be trained. User accounts and permissions should have been created.

6 WRAP-UP CALL

Once implementation is complete, the vendor and district staff should discuss next steps, including how the district will be supported during their partnership.

7 ONGOING TRAINING

Successful implementation is just one of the many pillars that define true success. Beyond implementation, you need a partner that makes themselves available and provides resources for your continued success for years to come. This may include:

Opportunities for development sessions,

Data analysis and business reviews,

Ongoing resources—provided at no additional cost—such as:

- Webinars, both live and recorded.
- In-depth articles and videos covering aspects of the software with simple step-by-step instructions, and answers to the most common questions customers ask.

A dedicated customer success manager who will work with you to ensure your satisfaction and collaborate on various reviews, such as system usage reports. They can also provide recommendations and assist in configuring the system as your needs evolve.

8 SUPPORT

The best providers are available live 24/7 to answer questions and provide troubleshooting. Their team should be prompt and quickly respond to any inquiries, and their mission should be to ensure that your system remains up and running—and your students and staff protected—at all times.

Now that we know what the most powerful visitor management systems have and what we should look for in implementation and training partners, let's talk about choosing the right partner for your success. Go to Chapter 6.

Chapter 6

CHOOSING THE RIGHT PARTNER FOR LONG-TERM SUCCESS

When choosing a partner, it's just as important to pick the right company as it is the right product since the two will go hand in hand. In addition to looking for the best software and seeing how it aligns with your needs, you should also consider the relationship with the software provider.

They must be more than just a vendor. They should be a true collaborator with know-how and empathy who puts your mission and goals first. The right partner will demonstrate a commitment to your success from the outset.

> "
> *I heard a lot of positive things from our community members about how great it is that we have Raptor Visitor Management. You don't always know who is living in the house next to you or if a student's relative should be trusted to sign out a student. That's what Raptor helps us with. It's another check for the safety of our students.*
> "
>
> *Toms River Regional School District, NJ*

TOP 6 QUESTIONS TO ASK YOUR VISITOR MANAGEMENT VENDOR

Below are six questions you should ask when evaluating visitor management solution providers.

1 IS THE SOLUTION DESIGNED SPECIFICALLY FOR K-12?

Schools need a partner that understands K-12 challenges and goals and is a proven ally to keep students safe. For many vendors, K-12 is just a small portion of their focus, which often means their solutions are not tailored to the specific needs of K-12 clients.

2 CAN THE SYSTEM GROW AS YOUR NEEDS GROW?

It's critical to choose a partner that listens to the ever-changing needs of schools and focuses on research and development practices in line with those needs. COVID-19, for example, quickly forced schools to reconsider their visitor policies and implement new protocols like screening students, staff, and visitors. Does the solution provide flexible configurations that enable other use cases such as student tardies/early release or staff and substitutes tracking? When your visitor management system is designed to be robust and scalable, you can be confident it will fit your needs now and for years to come.

3 CAN THE SYSTEM INTEGRATE WITH AN ALL-IN-ONE SCHOOL SAFETY SOLUTION?

A fully integrated system simply makes everything easier. You can be confident that your data is shared across the entire safety suite and the products seamlessly work together. An integrated visitor and emergency management system enables you to account for everyone— including students, staff, visitors, contractors, volunteers, and guardians—in an emergency.

4 DOES THE SOLUTION PROVIDER HAVE EXPERIENCE WORKING WITH DISTRICTS OF ALL SIZES?

Each K-12 client presents unique considerations and challenges depending on their size, location, and resources. A valuable partner has experience with various clients— from the nation's largest school districts to single-school districts and every size in between—and can anticipate and guide clients through any challenge.

5 DOES THE SOLUTION PROVIDER HAVE ADEQUATE RESOURCES TO SUPPORT YOU AND MAINTAIN YOUR UTMOST SECURITY?

The right vendor has the resources necessary to invest in the IT security requirements that are crucial to any project's success, but especially projects that involve sensitive K-12 data. Your partner should provide uninterrupted service, regular software updates, data that's been secured in-use and thoroughly backed up, and data recovery that's been tested pre- and post-deployment. A strong partner is dedicated to your security and privacy—and can demonstrate that dedication through successful SOC 2 examinations.

6 DOES THE SOLUTION PROVIDER PUT CUSTOMER SUCCESS FIRST?

In an environment with frequent changes to staff, protocols, and industry best practices, schools need ongoing resources for continued success, like 24/7 live technical support, weekly live learning and development sessions, quarterly data analysis and business reviews, and exclusive roundtable events and webinar series.

SCHOOL SAFETY IS A **JOURNEY, NOT A DESTINATION**

Learn more about Raptor's school safety software solutions on our website, or visit: **www.raptortech.com/VM**

Request a demo and see why Raptor is the leading provider in integrated school safety software solutions, or visit: **www.raptortech.com/request**

To speak with a school safety specialist, please give us a call. 877-772-7867

PRINTER-FRIENDLY GUIDES

Use the printer-friendly guides in the following section to take notes on your district's unique visitor management needs.

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FUNDING SOURCES FOR VISITOR MANAGEMENT

Keeping unsafe individuals out and knowing precisely who is in your schools are essential steps to increasing safety. Many federal and state-level funding sources and school safety grants, including those listed below, have allowable expenses that directly relate to these core components of visitor management.

OVERVIEW OF FUNDING SOURCES

Take Note of the Important Details

View the funding source's website for funding availability, requirements, and more information.

Print out a hard copy of the RFP and application, then read line-by-line and highlight the critical details. Some details to pay close attention to include:

- ⊘ Due dates
- ⊘ How the source will receive applications (e.g., do you need to register in an online system?)
- ⊘ Contact person and the deadline to ask questions
- ⊘ Formatting and page limitations
- ⊘ Required attachments and signed forms
- ⊘ Create a checklist—or use one provided by the funding source—to confirm your submission fully meets the requirements

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TOP 6 QUESTIONS TO ASK YOUR VISITOR MANAGEMENT VENDOR

Below are six questions you should ask when evaluating visitor management solution providers.

1 IS THE SOLUTION DESIGNED SPECIFICALLY FOR K-12?

2 CAN THE SYSTEM GROW AS YOUR NEEDS GROW?

3 CAN THE SYSTEM INTEGRATE WITH AN ALL-IN-ONE SCHOOL SAFETY SOLUTION?

4 DOES THE SOLUTION PROVIDER HAVE EXPERIENCE WORKING WITH DISTRICTS OF ALL SIZES?

5 DOES THE SOLUTION PROVIDER HAVE ADEQUATE RESOURCES TO SUPPORT YOU AND MAINTAIN YOUR UTMOST SECURITY?

6 DOES THE SOLUTION PROVIDER PUT CUSTOMER SUCCESS FIRST?

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