

## **Campus Visitor Sign In Procedure**

- **Present Government Picture Identification**
- **Fill out appropriate information on Campus Sign In Sheet to secure visitor ID badge**
- **Wear ID badge at all times while on campus**
- **Proceed to destination and return to front office to sign out and return ID badge**
- **Any visitor who leaves with campus badge may not receive another visitors badge unless they return previous badge or pay for a replacement (\$5.00)**
- **Alternative procedures may be in effect for special events or occasions**

*§ 38.022 (Texas Education Code): “(a) A school district may require a person who enters a district campus to display the person’s driver’s license or another form of identification containing the person’s photograph issued by a governmental entity,”*