



TO: PARENTS & GUARDIANS

RE: ID REQUIRED TO ENTER PPS SCHOOLS

Dear PPS Community,

Portland Public Schools will begin implementing a new visitor/volunteer management system in the 2019/20 school year. Part of keeping students and staff safe is knowing who is in our buildings at all times. Upon entering a PPS school, visitors/volunteers will need to present a government-issued identification (ID), i.e. drivers license, passport, consulate card, etc. All names will be automatically checked against the sex offender registry, and registered sex offenders will not be permitted to enter the school grounds (View Policy: Registered Sex Offenders [3.10.015-AD](#) or <https://www.pps.net/domain/4814>).

All visitors/volunteers will need to wear the printed name badge that identifies their name, the date and their destination. The system will create a record with the scanned photo, name, date of birth, and last four digits of the ID number. If you are undocumented or do not have a government-issued ID, bring the official records that you have (i.e. birth certificate, foreign passport, etc.) and school administrators will evaluate and make determinations. Our database is for PPS district use only, and information is not shared with any outside agency.

Approved volunteers who have cleared a Volunteer Background Check will already have their names in the system; however, they will still need to provide their ID upon their first visit. Upon future visits, they will be able to use their name to pull up their record and sign in. Approved volunteers may chaperone and work with students in our schools, whereas, visitors are only allowed restricted access and for shorter lengths of time. New volunteers should visit www.pps.net/volunteer to complete the online volunteer application.

Thank you, in advance, for your understanding and support of enhancing school safety protocols in our district. Please bear with us over the next few months while we implement this new system, as it may take longer to sign-in with our office staff.

