

# Chickasha Public Schools

## Visitor Management

### Frequently Asked Questions

**Q: What is a Visitor Management System (VMS)?**

**A:** An easy and efficient way for guest to sign-in and allows our staff members to know who is on campus.

**Q: Why did CPS implement a Visitor Management System (VMS)?**

**A:** This system is part of our on-going security measures to ensure that students and staff members are safe while being on campus.

**Q: How does the Visitor Management System (VMS) work?**

**A:** Upon arrival, guests will need to scan their ID at the kiosk located in the entryway or main office. The VMS will alert the office staff that a guest has arrived and notifies them of who has arrived. Either a “visitor pass” will be printed or a staff member will come to greet and assist the guest.

**Q: What types of identification (ID) are need for the Visitor Management System (VMS)?**

**A:**

1. State issued driver’s license
2. State issued real ID
3. State issued ID

**Q: Do all guests have to use the Visitor Management System to enter a school?**

**A:** Guests that are dropping off an item (coat, backpack, lunch, etc.) will not need to use the Visitor Management System (VMS). They will be able to drop off their items with staff in the reception office. All other guests needing to see someone, have a meeting, checkout a student, etc. will need to scan their ID at the kiosk.

**Q: What should I do if the Visitor Management System (VMS) does not print off a visitor badge for me?**

**A:** In the event the system does not print off a badge, a staff member will assist you with the system and any request you may have.

**Q: Is the information stored from the ID’s when they are scanned?**

**A:** Only your name is stored in the system as a record of when you were at a school site.

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