

**West Elementary School
209 N. Harrison Street
West, TX**

Dear Parents:

RE: Raptor Visitor Check-In

The safety and education of our students are our top priorities. Starting this year, West Elementary will use the Raptor program to check in our school visitors. When you visit our campus, you must present a driver's license or other government-issued photo identification if you wish to visit any part of the school other than the office reception area.

We will use Raptor during regular office hours to compare information taken from the ID (names, birthday, etc.) to databases of registered sex offenders. Once a driver's license is scanned by the school employee—and it is determined that the visitor is not a registered sex offender—a visitor badge will be printed and the person can proceed to their destination. Your driver's license will be returned when the school employee presents the visitor badge to you. This process takes about 30 to 45 seconds.

We appreciate your cooperation and support as we implement the new check-in procedures.

Sincerely,

Robert Fleming, Principal
West Elementary School