

# Visiting Our School

## Sign-In Procedures:

- **Must have an approved School Access Form in the system**
  - **Driver's license or state I.D. presented at every sign in, in order to receive entry into all facilities.**
  - **No I.D. you will not be granted access to that facility or receive a name badge.**
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## **Acceptable forms of I. D. and obtaining a State of Florida I. D.**

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In a continuing effort to provide safety and security to our students and staff we ask that you complete a School Access Form if you plan to enter a facility in the St. Johns County School District. **This includes if you would like to participate in activities such as birthday parties for your child in their classroom, eating lunch with your child in the cafeteria, field trips, book fairs, field days, as well as readers, tutors, mentors, etc.**

Any person passing beyond the front office area must show a valid driver's license or state identification card. If you are a one time only visitor you will sign in as a visitor. All visitors signing in are checked against a national sexual offender database. **If you will be entering a facility more than one time you are required to complete a School Access Form** (if you have not previously done so) which will be processed by the School Volunteer Coordinator. This includes processing through a national sexual offender database and a criminal background check. All information submitted is kept confidential. The process can take up to several weeks. We suggest you complete the form at the beginning of the year and not wait until the week of an event to turn in your information. It can take two – six weeks to process your form.. No exceptions will be made unless you have moved into the district within 30 days of completing the form Once you are approved you will sign in as a volunteer (using your legal first, middle, and last name) after showing your photo identification to the front office personnel. You will be given a name tag that must be on your person and visible at all times while at the facility.

All forms must contain your full **legal** name including middle name (no nicknames), address, phone, gender, birthdate, and social security number.

*Note: if you are a legal citizen of the United States and you do not have a driver's license, scroll down to the bottom of the page for a link with information on state I.D. You may also go to your local DMV (Department of Motor Vehicles-4030 Lewis Speedway, St. Augustine, see chart below for phone number).*

You cannot volunteer until you have been cleared in the system.

Please contact the Volunteer Coordinator at your school for information concerning the progress of your application.

If you are here on a visa and/or you do not have a social security number contact **Volunteer Services at 547-3945** for further instructions.

Please refer to the information below on acceptable documents.

By completing a School Access Form you are agreeing to a criminal background check and a sexual offender check. You are also agreeing to abide by the policies and procedures of the St. Johns County School Board and its facilities while volunteering, Your personal information will be kept confidential and you are expected to keep any and all information you may see or hear while volunteering confidential.

The St. Johns County School District reserves the right to restrict and/or deny a person's volunteer privilege when deemed necessary.

DO NOT fill out a new form if you have moved within the district or you child has moved to another school and you have a current record at the previous school, your record can be transferred to the new school. This will prevent duplications in the system. **Check with the Volunteer Coordinator at the previous school, ask them to call St. Johns County Schools Volunteer Services and have your record transferred to the new school.** Be certain to **update** your address and phone number if there have been changes so they will be correct once transferred.

**\*\*PLEASE NOTE:** The process may take 4-6 weeks. All parents, guardians, grandparents are encouraged to complete this form as soon as a student is enrolled at HCE. This will allow you quick access to participating in your student's special events or activities during the school day.