



Elmont Union Free School District

REACHING AND TEACHING FOR EXCELLENCE

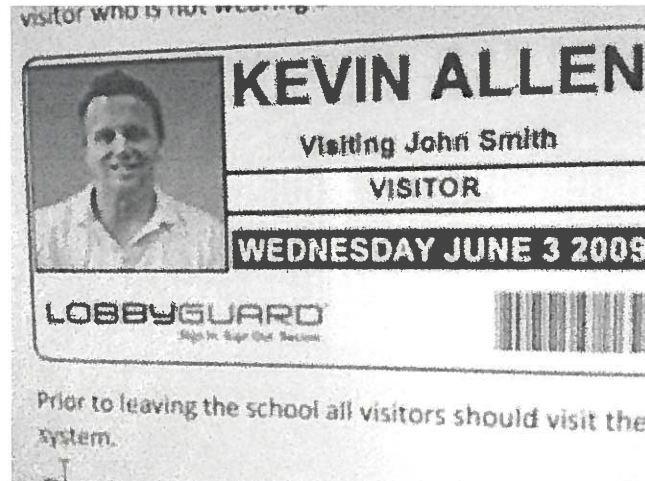
AL HARPER

Superintendent of Schools

September 13, 2019

Dear Parents and Community Members,

The Elmont School District is pleased to announce we will begin using the **LobbyGuard Visitor Management System** in our school. LobbyGuard will be used to help protect our students and staff by tracking visitors, volunteers, vendors and others who visit our school. The new procedure is for all visitors to sign-in to the building via LobbyGuard. Following the sign-in process a visitor badge is printed and is to be worn by the visitor at all times while on school property. All visitors in our building should display a visitor badge similar to the one shown below. Any visitor who is not wearing a visitor badge should immediately be escorted to the main office.



Prior to leaving the school, all visitors should visit the security desk and sign-out out using the LobbyGuard system. The safety of our staff and students is our highest priority and the **LobbyGuard Visitor Management System** helps provide a safer environment for all. We hope you will find this new safety initiative a welcome addition in the continuing effort to provide the most secure learning environment for our students.

Sincerely,

Al Harper,
Superintendent of Schools

Administrative Offices

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www.elmontschools.org