



San Elizario ISD  
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## MEMORANDUM

**To:** Members of the Board of Trustees  
**From:** Mr. Jesus Martinez, Executive Director – Support Services, and Mr. Jose Cardona, Security Supervisor  
**Subject:** Consider and Possible Board Action to Approve Standardizing Physical ID Requirement and Signage Across the District for Visitor Access  
**Date:** November 13, 2024

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**HISTORY:** All District Buildings are equipped with the Hall Pass Visitor Management System. Part of keeping our students safe is knowing who is always in our buildings. The Hall Pass system allows us to track visitors, contractors, and volunteers in our schools.

Visitors entering a school beyond the office receive a printed ID sticker that must be worn and visible during the entire stay. This makes it easier for school staff to know who is allowed inside the school.

This system allows district employees to run a soft background check on all visitors against the national database of registered sex offenders with a government issued ID once they report to the main office. It also helps campuses keep track of visitors and manage access. During the District School Safety and Security Committee meeting held on October 17, 2024, the committee decided to bring this item to the Board for consideration and possible approval.

**RATIONALE:** The District School Safety and Security Committee would like to implement a standardized ID process for visitors districtwide. Standardizing the process of requiring a physical ID and not a picture of an ID on a phone for example, is a safety improvement measure. In addition, the standard signage would be displayed at all campuses and district buildings. Requiring visitors to have a physical ID allows them to scan the ID directly into the Hall Pass system, insuring accuracy and legitimacy of information and allows use of the system as it is intended. Hall Pass accepts any state-issued ID, including state-issued driver's licenses and state ID cards. It also accepts military IDs, government IDs, Mexican driver's licenses, Mexican consulate IDs and alien registration cards. The district may also accept paper documents containing the person's photograph, issued by a governmental entity as an alternative form of Identification. On these cases, the information will need to be entered manually into the Texas Department of Public Safety Sex Offender Register, in addition to manually logging in visitor information so that a visitor log is still maintained.

**BUDGET:** There is no budget impact.

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The mission of the San Elizario Independent School District is to graduate students with innovative skills for 21st-century careers by focusing on academic and social skills, fostering transformative practices, and building community support through positive relationships between home and school.



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**ADMINISTRATIVE RECOMMENDATION:** The District's School Safety and Security Committee recommendation is to approve the standardized signage and physical ID requirement across the district.

**For Approval?**  Yes  No

**If no, please check one:**  Presentation  Report  Information

**Please check if applicable:**  Attachment Included

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A Proud Community of Champions – Soaring to Excellence!