

Effective 5/6/2026

53G-8-806 School visitor management protocols -- Requirements -- LEA responsibilities.

(1) As used in this section:

- (a) "Controlled access point" means a designated entry point to a school building that:
 - (i) school personnel or electronic surveillance monitors during school hours; and
 - (ii) requires visitors to follow check-in procedures before accessing the school building interior.
- (b) "School hours" means the period during which students are present in the school building for instructional purposes.
- (c) "Visitor" means any individual who is not a current student or employee of the school, including:
 - (i) parents;
 - (ii) contractors and service providers;
 - (iii) volunteers; and
 - (iv) guests.
- (d) "Visitor management system" means a process or technology an LEA uses to track, monitor, and manage visitors entering school facilities.

(2) An LEA that establishes visitor management protocols shall ensure the protocols include:

- (a) designated controlled access points that require all visitors to:
 - (i) enter the school building through a main entrance or other designated entry point during school hours;
 - (ii) report immediately to a central office or reception area before accessing other areas of the school building; and
 - (iii) present valid government-issued identification or other acceptable identification the LEA determines in LEA policy;
- (b) a visitor sign-in and sign-out process that records at minimum:
 - (i) the visitor's name;
 - (ii) the date and time of entry and exit;
 - (iii) the purpose of the visit; and
 - (iv) the specific location or individual the visitor intends to visit;
- (c) procedures for:
 - (i) issuing visible identification, including a visitor badge or pass, that visitors must display prominently while on school grounds; and
 - (ii) distinguishing between different types of visitors, such as parents, volunteers, contractors, and other guests;
- (d) protocols for monitoring and supervising visitors while on school grounds, including:
 - (i) requiring school personnel to accompany visitors when visitors access areas where students are present, except as LEA policy otherwise provides for parents or authorized volunteers;
 - (ii) prohibiting visitor access to restricted areas; and
 - (iii) procedures school personnel shall follow to challenge or question any individual without visible identification;
- (e) procedures for responding to visitors who:
 - (i) refuse to comply with visitor management protocols;
 - (ii) pose a potential threat to school safety; or
 - (iii) the LEA denies entry to the school;
- (f) clear signage at all school building entrances that:
 - (i) directs visitors to the designated controlled access point;
 - (ii) notifies visitors of the requirement to check in and obtain authorization before entering; and

- (iii) states that the LEA prohibits unauthorized entry and that unauthorized entry may result in criminal prosecution under Section 76-6-206; and
- (g) annual training for school personnel on:
 - (i) implementing and enforcing visitor management protocols;
 - (ii) identifying and responding to unauthorized individuals on school grounds; and
 - (iii) communication procedures with the school safety and security specialist described in Section 53G-8-701.6 or school safety and security director described in Section 53G-8-701.8.
- (3)
 - (a) An LEA may implement an electronic visitor management system that includes capabilities such as:
 - (i) automated identification verification;
 - (ii) integration with sex offender registry databases;
 - (iii) digital badge printing;
 - (iv) automated visitor tracking and reporting; and
 - (v) emergency notification capabilities.
 - (b) If an LEA implements an electronic visitor management system, the LEA shall ensure that:
 - (i) the LEA maintains visitor data in accordance with Title 63G, Chapter 2, Government Records Access and Management Act;
 - (ii) the LEA protects personally identifiable information and uses such information solely for school safety purposes; and
 - (iii) the LEA notifies visitors of data collection practices in accordance with applicable privacy laws.
- (4)
 - (a) An LEA may establish reasonable exceptions to the visitor management requirements described in Subsection (2) for:
 - (i) emergency situations requiring immediate access to the school building;
 - (ii) law enforcement officers, firefighters, or emergency medical personnel responding to an emergency;
 - (iii) volunteers or employees of an educational foundation who have successfully completed a background check and ongoing monitoring as required in Section 53G-11-402;
 - (iv) brief visits to exterior areas of the school campus that do not require entry into school buildings;
 - (v) school-sponsored events held during regular school hours with larger than normal numbers of visitors on the school campus;
 - (vi) school-sponsored public events held outside of regular school hours.
 - (b) An LEA shall provide reasonable accommodations in visitor management procedures for individuals with disabilities in compliance with the Americans with Disabilities Act, 42 U.S.C. Sec. 12101 et seq.
- (5) If applicable, the school safety needs assessment an LEA conducts under Subsection 53G-8-701.5(1) shall include an evaluation of:
 - (a) the adequacy of current visitor management protocols;
 - (b) physical infrastructure supporting controlled access, including entry vestibules, secure reception areas, and electronic access control systems; and
 - (c) recommendations for improvements to visitor management protocols and infrastructure.
- (6)
 - (a) An LEA that implements visitor management protocols shall include information about the protocols in the school safety needs assessment conducted under Section 53G-8-701.5.

- (b) The state security chief may:
 - (i) evaluate visitor management protocols as part of the school safety needs assessment described in Section 53G-8-701.5;
 - (ii) collect and maintain data on visitor management protocol implementation and effectiveness; and
 - (iii) develop recommended best practices for LEAs that choose to implement visitor management protocols.

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