

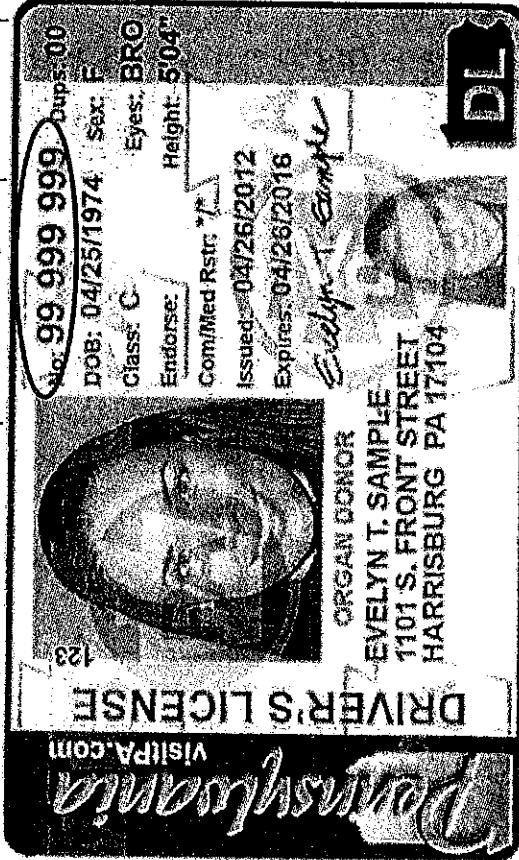
**INSTRUCTIONS FOR:  
FORM 907**

**East Stroudsburg Area School District - Visitor Log  
ENTER BUILDING NAME HERE**

907-AR-1



FIRST NAME	LAST NAME	GOV ID #	STATE	PURPOSE	TIME IN	TIME OUT
Evelyn	Sample	99 999 999	PA	IEP Meeting	12:24	13:45
Joeseeph	Worker	0123	ESASD	IEP Meeting	12:29	14:04
<p><b>OFFICIAL USE ONLY:</b></p> <p><i>Dr. William R. Riker</i>                  William R. Riker                  Superintendent</p> <p>Effective Date: <u>8/23/18</u></p>						
<p><b>FOR EACH VISITOR:</b></p> <ol style="list-style-type: none"> <li>1. Verify identity using gov't issued photo ID</li> <li>2. Personally record all data on this form</li> <li>3. Return photo ID to visitor</li> </ol> <p>*** GOVERNMENT OR SCHOOL PHOTO ID IS REQUIRED OF ALL VISITORS ***</p> <p>All fields <u>must</u> be completed for each visitor.</p> <p><b>SIGN EACH SHEET YOU COMPLETE AND ENTER THE PAGE TOTAL ON EACH SHEET AT END OF EACH DAY.</b></p>						



Number and date each page before use.

PAGE \_\_\_ OF \_\_\_ DATE: \_\_\_\_\_

STAFF MEMBER: \_\_\_\_\_

