

## School Identification Cards



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School Identification (ID) cards, when issued and worn, are a form of access control that ensures individuals on school property are easily identified.<sup>1</sup>

Credentials for faculty, staff, and visitors play a key role in identifying persons during emergencies. Emergency responders, parents, and students need a way to rapidly identify authorized personnel. Identifying visitors in the building during an emergency is also critical for evacuation and threat identification. Visitor credentials should have expiration dates and be returned/destroyed after use.

### Benefits

School photo identification cards can provide security benefits such as easily distinguishing visitors or unauthorized personnel from students and faculty.<sup>1</sup> At a glance faculty, security, or students can tell if someone is where they are supposed to be. This adds another layer of security that makes it more difficult for an intruder to enter the school unnoticed, making it easier to determine who is allowed in the building and who is not. By requiring an ID to be visible, faculty or students could be alerted to an unauthorized person before the situation can escalate.

### Information the ID Should Contain

According to New Jersey's School Security Task Force Report, "the ID card should contain the individual's name, his/her position and affiliation with the school/ school district, a photograph, and the current school year."<sup>2</sup>

### Photograph

A current photograph adds another layer of security by connecting a face to a name. Without a photograph, an unauthorized person could potentially steal an ID and use it to gain access to the school building. "Photographs should be updated as needed."<sup>2</sup>

### Affiliation

Affiliation with the school should be listed on the ID card.<sup>3</sup> This includes information such as what grade a student is in or what position a faculty member holds.

### Current School Year

Another important aspect of an identification card is the current school year.<sup>2</sup> By displaying the school year, a student who may have graduated, changed schools, or been expelled can be easily identified if they



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return to the school and attempt to bypass visitor check-in. Changing the background color from year to year will make expired ID's easy to spot.

### Required Visitor Badges

Requiring visitor badges forces visitors to go through a check-in process.<sup>2</sup> This process provides a form of access control. Through the check-in process, school administrators know who is entering the building, when, and why they are doing so. Visitor badges must be visible, so students and faculty can easily determine who has gone through the check-in process. This provides the school with the ability to detect unauthorized personnel early. A log of all visitors entering the school will assist in access control and accountability during an emergency. A visitor badge should be logged by number to an individual.



Additionally, a visible photo ID and a visitor badge can aid emergency services. If the police respond to an incident at the school, no matter what type, they can easily see who is authorized to be in the school, who is a visitor, and other information that can be helpful during an emergency.

### Develop a School Policy

Consider developing and implementing a policy and system in which all students and faculty must have ID cards that are tied to other school/school district functions such as meals, library/media use, entrance to activities and to board school buses.<sup>2</sup>

### Considerations

Changes in physical appearance must be taken into consideration.<sup>3</sup> If a faculty member goes through any form of appearance change that makes it difficult to match them to their ID, then a new ID should be issued with the updated appearance.

### References

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2. - New Jersey School Security Task Force. Task Force Report and Recommendations (Rep.). (2015). New Jersey School Security Task Force. Retrieved June, 2019, from <https://www.nj.gov/education/security/Task-ForceReport.pdf> p. 31
3. - Department of Homeland Security. Best Practices for Anti-Terrorism Security (BPATS) for Commercial Office Buildings (Rep.). (2018). Department of Homeland Security. Retrieved June, 2019 from <https://www.safe-ttyact.gov/externalRes/refDoc/refGroup/8/BPATS%20for%20Commerical%20Facilities%202018-08.pdf>



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