

# American Education Week

## Pre-Registration Form - Guest 1

As you may know, BCPS requires all visitors to sign in at schools using the *RAPTOR* system. This system requires a staff member to scan visitors' photo ID's. To help eliminate long lines at the registration desk and office, **we are asking parents who plan to visit during American Education Week to pre-register** using this form, or stop by the school office to have your ID scanned, prior to November 13<sup>th</sup>. **By pre-registering, you will be automatically signed in on your visitation day and a badge will be waiting for you in the front lobby.** If you do not pre-register, you must come into the office to be scanned in and will likely have a wait time.

I plan to visit Sparks Elementary School during American Education Week on:

- Monday November 13<sup>th</sup> (\*Grades 4<sup>th</sup>-5<sup>th</sup>)
- Tuesday November 14<sup>th</sup> (\*Grades 2<sup>nd</sup> -3<sup>rd</sup>)
- Wednesday November 15<sup>th</sup> (\*Grades KG-1<sup>st</sup>)
- Thursday November 16<sup>th</sup> (\*Grandparents' Day)

*\*Scheduled/Recommended  
Visitation Dates.*

- I **am** already scanned into the RAPTOR system and will pick up my badge in the lobby when I visit.
- I am **NOT** scanned into the RAPTOR system but will stop by the school prior to November 13<sup>th</sup> so that my badge will be ready for pick up in the lobby when I visit.
- Grandparents' Day Guests & Birthdates: \_\_\_\_\_

Guest: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Homeroom: \_\_\_\_\_

# American Education Week

## Pre-Registration Form - Guest 2

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Guest: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Homeroom: \_\_\_\_\_