

Converse County School District #1



Dr. Paige Fenton Hughes
Superintendent of Schools

615 Hamilton Street
Douglas, WY 82633

Converse County School District #1 Sex Offender Access Request Protocol

The following criteria is required by all sex offenders requesting access to any campus within Converse County School District #1

1. Registered sex offenders must contact the building principal requesting permission for access to the school / campus. This request can be initiated by phone or email to the building principal.
2. After initial contact, the individual principal will inform the registered sex offender of required next steps (in-person meeting, pick up documentation, etc.).
3. This permission will then be provided in written form and available for the individual sex offender.
4. It is the responsibility of the offender to obtain the written documentation based on the recommendations of the principal.
5. Request to attend special events outside of the initial letter must be submitted to the principal in writing, either handwritten or through email, at least two (2) school days prior to the event.
 - A. Special events include, but are not limited to: sporting events, performances, parent teacher conferences, culminating events and other extra curricular events.
 - B. If the event is held on another campus, the offender must obtain special permission from the specific principal of that campus to attend the event.
6. This process is required each school calendar year at each campus. Letters / permission expire at the end of the academic school year.
7. Any offense or lack of compliance will immediately be reported to the local law enforcement.

It is the right of each principal on each campus to determine the level of access for the offender. If there are any questions, please feel free to contact the individual schools or Central Administration Office at 358-2942.