



3525 N. State Route 48
Lebanon, OH 45036-1099
513-932-5677 or 1-877-547-5102
Fax: 513-933-3950
Website: www.mywccc.org

Visitor Information

In an effort to maintain security and safety of the building, the Warren County Career Center has the following procedure for all visitors (including parents, guardians, business advisors, etc.)

- All visitors are to report directly to the Front Office for approval/verification. Under NO CIRCUMSTANCES will a visitor be permitted into the school without prior approval from a building administrator.
- All visitors must provide the following information: Name, Date, Organization, Reason for Visit, Arrival Time and Departure time. Visitors will be asked to show drivers license or state ID for verification purposes.
- All visitors will be required to wear a visitors' badge while in the building.
- Visitors into programs/labs are required to wear the proper safety attire.
- Students must complete a visitor request form to host a guest in our school. This form must be approved by all instructors involved, and by a building administrator at least one week in advance.

If you have any questions regarding the procedure for visitors into WCCC, please do not hesitate to contact one of the building administrators at 513.932.5677, ext. 5202 for Mr. Patton, ext. 5230 for Mr. Lumpkins, or ext. 5240 for Mrs. Gambill.

Thank you.