

All requests for new badges or changes to the badge clearance codes must be done through School Dude via a work order. In order for the building administration to be aware of any badging changes/new requests, all badge requests should come from a building administrator or secretary. Employees may receive a replacement badge once every 12 months. If the badge is damaged or lost within 12 months of the issuance, there will be a \$15.00 replacement fee.

For those submitting the work orders; please select Security/Login under the problem type. In the description box, include the name of the person needing the badge, the building and the job classification. If possible, attach a photo of the employee to the work order and state in the description that a photo is attached.

The new badge will be sent to the school secretary unless otherwise requested. The secretary will return the old badge to the Technology Department for destruction.