

HIGHLINE PUBLIC SCHOOLS

District Identification Badge Instructions

All employees and non-regular employees are required to have a district photo identification card to help maintain building security, as well as for use in the event of an emergency.

(Non-regular employees include: substitutes, coaches, consultants, contractors, temporary workers, seasonal workers, etc.)

In addition, under the Washington State Child and Adult Information Act (Chapter 486), Certificated and Non-Regular Applicants who have been selected to temporarily work in the district will have their fingerprints taken, at E.R.A.C., for use in a criminal record check.

New employees and non-regular employees may have their photo taken at the District’s Security Office, located at:

Woodside, 18367 8th Avenue South, Burien 98148. Office: 206-631-7600

<http://highlineschools.org/security>

The office hours for receiving ID badges for the 2015-16 School Year are as follows:

Mondays and Wednesdays 7:30 am to 11:30am & 1:00pm to 3:30 pm

Please call 206-631-7600 if you need to make arrangements for after 3:30pm.

For verification purposes, when receiving your District ID, you must provide photo ID either in the form of a State Driver’s License, State-issued picture ID card, or passport.

Name: _____ **Date:** _____

<input type="checkbox"/> Non-Regular Employee	<input type="checkbox"/> Regular Employee	ID#: _____
<input type="checkbox"/> Coach/Athletics	Position: _____	
<input type="checkbox"/> Contracted Employee	Location(s): _____	
<input type="checkbox"/> Intern	<input type="checkbox"/> Administrator	
<input type="checkbox"/> Substitute:	<input type="checkbox"/> Classified	<input type="checkbox"/> Certificated
<input type="checkbox"/> Guest Employee	<input type="checkbox"/> Guest Teacher	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Facilities	<input type="checkbox"/> Transportation	
<input type="checkbox"/> Community Partner	CP Location: _____	

Authorizing Signature: _____ **Date:** _____

Directions from ERAC To Woodside (Security Department) 206-631-7600:

Head South on 1st Avenue S. about 1.2 miles to S. Normandy Road. (QFC will be on your right.)

At the intersection, turn left onto S. Normandy Road. You will drive past the fire station.

At the bottom of the hill, turn right onto Des Moines Memorial Drive.

At the next light, turn right (South) onto 8th Ave. S.

Go South about one block- the entrance to Woodside is on the right hand side.

It is a brick, one-story building. As you enter through the main doors, you will see the Security Office to your left.