

## **How to obtain a replacement Access ID Badge**

**Step 1-** Download the “Access ID Badge” form located on the Clayton County Public Schools website under “Departments”, “Maintenance” page.

**Step 2-** Complete Access ID Badge form with the employee’s and administrator’s signatures.

***NOTE: The location administrator’s signature must be obtained before the Access ID badge form will be processed.***

**Step 3-** The replacement fee of \$25.00 must be made payable to Clayton County Public Schools 1058 Fifth Avenue Jonesboro, GA 30236. Checks and money orders are the **ONLY** acceptable forms of payment. Please be sure to include employee’s name and work location on the payment.

**Step 4-** Hand deliver payment and the **original** completed form to CCPS Maintenance Department located at 218 Stockbridge Rd., Jonesboro, GA 30236.

**Step 5-** When the form and payment are received in Maintenance, the original form and a receipt will be issued to requesting employee. The employee must provide their location’s administrator the receipt number received from Maintenance.

**Step 6-** The location’s administrator must enter a SchoolDude work order routed to Audio/Visual requesting the replacement badge. The work order must include the employee’s name, the receipt number issued from Maintenance, and indicate if the employee would like to retake their picture. Please allow 5-10 business days for processing. All badges are delivered to the employee’s work location.

***NOTE: If an employee requests to retake their picture, a member of Maintenance will come to the employee’s work location to take their picture. Pictures are no longer taken at Maintenance. Picture retakes will add an additional 5-10 business days to the processing time.***