

CANUTILLO INDEPENDENT SCHOOL DISTRICT
ID Badge Replacement Request

To Be Completed By Employee

Employee Name: _____ Location: _____

Employee ID#: _____ Position Held: _____

District e-mail: _____

Reason for new badge request: _____

Signature: _____

To Be Completed By HR Staff

HR Member Processing Request: _____ Non-working Badge Verified: _____

New Badge ID Number: _____ Date: _____

To Be Completed By HR Staff Issuing Badge

BADGES ARE ISSUED BY APPOINTMENT ONLY

The badge replacement fee is **\$15.00**
Please make checks payable to CISD and provide a valid ID at time of payment.
OR
Provide a cash payment in the exact amount.

Old Badge Collected? _____ HR Staff Member Completing Request: _____

New ID Badge Number Entered in Badge System: _____ Date: _____

Action Taken: Reprint Reissue

Comments: _____

Badge Received By:

Employee Signature: _____ Date: _____