



# ESC ID BADGE AND ACCESS LEVEL REQUEST

Folsom Cordova Unified School District

Instructions: Complete the ID Badge Request form and present to the Facilities Department during normal working hours

Date: \_\_\_\_\_ Department: \_\_\_\_\_

Employee Name: \_\_\_\_\_ Employee ID No: \_\_\_\_\_

Badge Type

- New Employee  Lost Badge  Damaged Badge  Access Level Change Only

NOTE: Each badge costs \$7.00 to replace. If it is an ongoing issue, a replacement fee may be assessed.

Work Status

- Permanent  Temporary Start Date: \_\_\_\_\_ End Date (if known): \_\_\_\_\_

Badge Access Levels

Standard Access included on all badges:

- Front and Back Doors, M-F, 6:45 am to 7:00 pm
- Interior Stair Doors and Elevators
- Board Room
- Printing Services
- Work Rooms and Break Rooms on each floor
- Cage Storage Main Doors on each floor
- Suite of the Department of Employment

Setup badge access the same as the following existing employee: \_\_\_\_\_

Additional requested access levels and rationale: \_\_\_\_\_

Department Head or Human Resources Approval:  
\_\_\_\_\_  
Print Name Signature Date

**Office Use Only**  
Replacement Badge Cost \$7.00 \_\_\_\_\_ Received by: \_\_\_\_\_  
Approved access level(s): \_\_\_\_\_  
Badge Number: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
Processed by: \_\_\_\_\_ Date: \_\_\_\_\_