

# District Badges

## **GENERAL INFORMATION:**

Access Cards contain an antenna coil and integrated electric chip. They also have a magnetic wire strip. Extra care is needed in maintaining these cards. Below is a list of recommendations to care for your district badge

## **DO NOT DO THE FOLLOWING:**

- Do not use for any other purpose other than for access control or identification.
- Do not leave in direct sunlight.. For example on dash of car.
- Do not expose to extreme heat or open flame. For example clothes dryers or an iron.
- Do not expose to organic solvents, thinners, mineral spirits, etc.
- Do not machine wash.
- Do not use as an ice scraper or scraping tool.
- Do not crimp, bend, bite, or twist card.
- Do not re-laminate.
- Do not immerse in isopropyl alcohol, ethanol, methyl, etc.
- Do not pound with pen or tool.
- Do not punch a slot or hole in undesignated area.

## **REPLACEMENT BADGE FEE: \$27**

- Lost/stolen/broken- \$27 (Pay **HERE** prior to appointment) Please be prepared to show receipt upon pick up.
- Lost/stolen and provided police report- Free
- Name change- Free (Contact [employeerecords@fwisd.org](mailto:employeerecords@fwisd.org) or call 817-814-2760 prior to appointment for instructions).
- Badge does not work- Contact the Safety and Security department at 817-814-2699 prior to scheduling an appointment.

**Fort Worth**  
**INDEPENDENT SCHOOL DISTRICT**