



Clayton County Public Schools

Facilities Services Department

218 Stockbridge Road • Jonesboro, Georgia 30236

Phone: (770) 473-2825 • Fax: (770) 473-2848

DR. DOUGLAS HENDRIX SR.

Superintendent/CEO of Schools

WILLIAM "ED" BLACKWOOD

Director, Facilities Services

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", "Facilities Services" 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. 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 Facilities Services Department located at 218 Stockbridge Rd., Jonesboro, GA 30236.

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

Step 6- The location's administrator must enter an Incident IQ work order routed to Electronics requesting the replacement badge. The work order must include the employee's name and the receipt number issued from Facilities Services. Please allow 5-10 business days for processing. All badges are delivered to the employee's work location. **NOTE:** Location administrator will be notified if a picture retake is required.

02/02/2026



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Access ID Badge Instructions

New Employees Badges

New hires will have their photo taken and paperwork completed on Thursdays, 7:30 am – 10am, at the Professional Learning Center, 1087 Battlecreek Rd., Jonesboro. The badges will be processed and delivered to each location. An administrator or the bookkeeper must sign for the badges. Please allow a minimum of 10 business days for badges to be processed and delivered.

Non-working badges

Please be mindful that ID badges have access times. If an employee attempts to access the location outside of their granted access time the badge will not work. Administration should test the badge during the employee's granted access time to verify that it does not work. For badges that are inoperable, an Incident IQ work order (under Electronics) must be entered with the employee's name and badge identifier.

Badge Identifier

The badge identifier number is located on the back of the badge. Example: *01756 11865669-1A
Electronics only requires the first set of numbers after the asterisk (*) or the plus sign (+).

Stolen Badges

If an employee's badge is stolen, administration must be notified immediately. Administration must call Electronics at 770-473-2825 and enter an Incident IQ work order under Electronics requesting the badge be removed from the system. A police report must be filed with CCPS Safety and Security. A badge form must be completed with the police case number listed. The documents must be brought to the Facilities Services Department and a new badge will be printed and delivered to the employee's work site.

Lost or Damaged Badges

If a badge is lost, tampered with, or damaged administration must be notified. Administration must call Electronics at 770-473-2825 and enter an Incident IQ work order under Electronics requesting the badge be removed from the system until the badge is found or payment for a replacement badge is made.

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Access ID Badge Instructions (cont.)

Retirement, Resignation, or Termination

Administration must return the badge (s) via inner-office mail to "Facilities Services Department, Electronics Supervisor" advising the affected employee(s) are to be removed from the system. An administrator must enter an Incident IQ work order must be entered under Electronics advising badge access for the affected employee(s) is to be removed. If employee is irate, the Electronics Supervisor should be notified immediately at 770-473-2825 to remove access.

End of School Year Process

Any employee returning to the same school the next school year may keep their badge until school starts; administrators are not to collect badges at the end of the school year. The badges will be turned off one week after school ends and turned on one week before school starts each year.

Any employee transferring to another location inside the county may keep their badge. Administration at the old location must notify the Electronics Department with an Incident IQ work order requesting the removal of the employee(s) access from the location. An Incident IQ work order must be placed by the new administration for the employee(s) to be granted access to the location.

Payment for Lost/Damaged Badges

The only acceptable payments are check or money orders in the amount of \$25.00 made payable to "Clayton County Public Schools." **Payments must be submitted in person** with the completed badge form and delivered to Facilities Services at 218 Stockbridge Rd., Jonesboro, 30236. Form must be complete with administrator signature.

ID Badge Care

ID badges should not have any holes placed in them. This includes hole punches, staples, cut to size, etc. Badges should be kept in a holder provided by Electronics Department to prevent scrapes and scratches to the image or card. Badges should not be stored in extreme heat or direct sunlight.

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Access/ID Badge Agreement

LOCATION/SCHOOL: _____ EMPLOYEE #: _____
[Primary Location] [Six digit number] or [End of Contract Date]
NAME: _____ DATE: _____
[Print First & Last Name] [MM/DD/YYYY]

PLEASE CHECK ONE BADGE TYPE:

- | | |
|--|--|
| ☐ New Badge | ☐ Damaged Badge |
| ☐ Replacement Badge | ☐ Stolen Badge |

PLEASE CHECK ONE POSITION OR LOCATION BELOW:

- | | | |
|---|--|--|
| ☐ Administrator | ☐ Facilities Services | ☐ Pre-K Development |
| ☐ Teacher or
Paraprofessional | ☐ Homeless Ed | ☐ Professional
Learning Center |
| ☐ School Staff | ☐ International Center | ☐ Safety & Security |
| ☐ Central Office | ☐ Nutrition | ☐ Technology |
| ☐ Contract Worker | ☐ Performing Arts
Center | ☐ Transportation |

I acknowledge:

- The ID Badge is to be worn and visible at all times while at work
- The badge is not to be left in direct sunlight or heat, and **NOT** left in vehicle
- In the event the badge is damaged, lost, or stolen, I will immediately notify my supervisor who will notify the CCPS Electronics Department at 770-473-2825
- I am responsible for the badge issued to me and for any replacement costs due to loss, theft, or negligence
- Payments for badges that are damaged, lost, or stolen are \$25.00. Checks and money orders made payable to "Clayton County Public Schools" are the only acceptable forms of payment. Payment and this form must be hand delivered to Facilities Services, 218 Stockbridge Rd., Jonesboro, 30236
- The badge must be returned to my supervisor or CCPS Facilities Services Department immediately when directed by district authorities or upon termination of my employment with CCPS

I have read and agree to the above terms and conditions. I agree to cooperate fully with any investigation(s) in reference to lost or stolen badges.

EMPLOYEE SIGNATURE: _____

ADMINISTRATION SIGNATURE: _____ NAME: _____

(Print)

OFFICE RECEIVED BY & DATE: _____
USE RECEIPT NUMBER & AMOUNT: _____
ONLY: PAID: ☐ YES / ☐ NO Neglect: ☐ YES / ☐ NO
Police Report Number & Agency: _____