

Edina Public Schools
Request for Replacement Security Badge

This form must be completed whenever you have lost your security badge and need a replacement. There is a \$5.00 charge to issue a new security badge. Please include cash or a check payable to “Edina Public Schools” in the amount of \$5.00 with this request.

Send your completed form and payment to Brittany Montgomery, Human Resources, at the District office.

For CES badges, please send to Diana Swanson at the Community Center.

Requestor Name _____ Employee# _____

Requestor’s Position _____ Primary Work Site _____

Work Phone _____ Other Phone _____

Have you reported your lost or stolen badge to your building contact person? Y / N

Requestor’s Signature _____ Date _____

ID Badge Building Contact Person _____ Date _____