

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 a check in the amount of \$5.00 payable to Edina Public Schools with this request. Send you completed form and payment to Rachel Link, Human Resources, at the District Office.

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? ____ Yes ____ No

Requestor's Signature

Date

ID Badge Building Contact Person

Date