



Reach Each Child

Pulaski County Public Schools
Office of the Information Technology

89 Commerce Street, Pulaski, Virginia 24301

AUTHORIZATION TO ISSUE AN IDENTIFICATION BADGE

Pulaski County Public School District is committed to providing a safe and secure environment for our students and employees. The District will issue Identification (ID) Badges to all full-time and part-time employees. The identification badge serves the dual purpose of allowing access to secured areas as well as readily identifying District employees and other authorized personnel. In addition, the identification badge will provide a measure of protection against unauthorized personnel and intruders from entering District buildings. Upon the loss of your ID Badge, you shall complete a "Report of Lost ID Badge" form and submit the completed form along with the related replacement cost to the District's Human Resource Director.

Employee Full Name: _____

I understand that if my position is terminated or I resign, my ID Badge must be returned to HR by the last day of my employment. If my ID Badge is lost or stolen it is to be reported to HR within 24 hours.

Employee Signature: _____ **Date:** _____

Work Location: _____

Occupation/Title: _____

Principal/Cabinet Officer Signature: _____ **Date:** _____

AUTHORIZATION

Date: _____

Director of Human Resources: _____

Approved Disapproved

Picture ID Presented: _____ **Key Card Number:** _____

Issued By: _____ **Date Card Issued:** _____