



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:** \_\_\_\_\_