



# Clayton County Public Schools

Division of Administrative Services  
& Strategic Improvement

1058 Fifth Avenue • Jonesboro, Georgia 30236 • (770) 473-2700

**DR. ANTHONY W. SMITH**  
Superintendent/CEO of Schools

**DR. RALPH SIMPSON**  
Deputy Superintendent of Administrative Services  
& Strategic Improvement

## Facilities Services Department Access/ID Badge Agreement Form

**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
- Replacement Badge
- Damaged Badge
- Stolen Badge

**OFFICE USE ONLY:**

**Paid: Yes/No (circle one)**  
**Neglect: Yes/No (circle one)**  
**Police Report #:** \_\_\_\_\_  
**Agency:** \_\_\_\_\_

**PLEASE CHECK ONE POSITION OR LOCATION BELOW:** \_\_\_\_\_

- |                                                      |                                                 |                                            |
|------------------------------------------------------|-------------------------------------------------|--------------------------------------------|
| <input type="checkbox"/> Administrator               | <input type="checkbox"/> Homeless Ed            | <input type="checkbox"/> Pre-K Development |
| <input type="checkbox"/> Teacher or Paraprofessional | <input type="checkbox"/> Int'l Center           | <input type="checkbox"/> Safety & Security |
| <input type="checkbox"/> School Staff                | <input type="checkbox"/> Facilities Services    | <input type="checkbox"/> Technology        |
| <input type="checkbox"/> Central Office              | <input type="checkbox"/> Performing Arts Center | <input type="checkbox"/> Transportation    |
| <input type="checkbox"/> Contract Worker             | <input type="checkbox"/> Prof. Learning Center  | <input type="checkbox"/> Athletics         |
|                                                      |                                                 | <input type="checkbox"/> Nutrition         |

**I acknowledge:**

- The ID Badge should be worn and visible at all times while at work.
- The badge is not to be left in direct sunlight or heat.
- 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.
- Payments for badges that are damaged, lost, or stolen are \$25.00. Checks and money orders made payable to "Clayton County Public Schools" at "1058 Fifth Avenue, Jonesboro, GA" are the only acceptable forms of payment.
- 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 USE ONLY:** Complete: Yes/ No Date: \_\_\_\_\_  
Hotstamp ID#: \_\_\_\_\_ ID handed to employee: Yes/No Inter-Office mailed to: \_\_\_\_\_

**Received by and date:** \_\_\_\_\_ **Receipt # and amount:** \_\_\_\_\_

Revised 11/23