SCHOOL DISTRICT TWO
HARRISON
Character Through Diversity, Challenge & Accomplishment

For Badge Preparers Use:

Old Badge# _____
New Badge# _____
Initials: _____
Date: _____

I.D. OR ACCESS BADGE AUTHORIZATION FORM

FOR NEW EMPLOYEES: To receive your badge, you must bring this completed form to Student Support at the Administration Building,1060 Harrison Rd. Office hours for badges are weekdays 7:30 am – 3:30 pm.

FOR LOST, STOLEN, BROKEN BADGES, OR TO HAVE CHANGES MADE TO YOUR CURRENT BADGE: For your convenience, please send your request to Tracey Strachan (ext. 2550) via inter-office mail or email tstrachan@hsd2.org. Emails must come from an authorized supervisor or supervisor must be copied on the email request.

COMPLETE THE FOLLOWING – ALL INFORMATION MUST BE FILLED IN:

Select one: I.D. Badge _____ OR Access Badge _____

Schedule (For Access Badges Only): Days_____ Hours_____

Name: _____ _____
First **Last**

Position/Title: _____

School/Building: _____

I understand that this badge is the property of Harrison School District Two and is to be used for identification purposes and/or building entry related to District business. Should I leave employment with Harrison School District Two, I understand that I must return the badge to the building principal/administrator or the Security Dept.

Employee Signature: _____ **Date:** _____

Principal/Administrator Signature: _____ **Date:** _____