# CLAYTON COUNTY PUBLIC SCHOOLS

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

**Dr. Morcease J. Beasley**
Superintendent of Schools

## Maintenance 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
Neglect: ☐ Yes / ☐ No
Police Report #: Agency:

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

- ☐ Administrator
- ☐ Teacher or Paraprofessional
- ☐ School Staff
- ☐ Central Office
- ☐ Contract Worker
- ☐ Homeless Ed
- ☐ Int'l Center
- ☐ Maintenance
- ☐ Performing Arts Center
- ☐ Prof. Learning Center
- ☐ Pre-K Development
- ☐ Safety & Security
- ☐ Technology
- ☐ Transportation

**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 Audio/Visual 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 Maintenance 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 Inner office mailed to:

**Receipted by and date:** _____ **Receipt # and amount:** _____