

NAME AS IT WILL APPEAR ON BADGE: \_\_\_\_\_

Please print (LAST)

\_\_\_\_\_  
Please print (FIRST)

ALL DISTRICT EMPLOYEES - ISSUANCE OF IDENTIFICATION BADGES  
PLEASE READ BEFORE SIGNING

My signature acknowledges the issuance of an ID badge as an employee of the Public Schools of Northborough & Southborough. The District requires all ID badges to be visible at all times during the school day, while on **any** school campus, and during school-sponsored field trips. The ID badges must be maintained in the same manner as issued. In circumstances when safety is an issue, i.e., working with tools or equipment, ID badges may be tucked into clothing while the activity is taking place.

I understand that if I am no longer employed by the District, my ID Badge must be turned in at the time my employment ends. If I do not return my ID Badge, I will be assessed a \$10 fee. Any employee requiring a replacement or re-issuance of a badge must contact the Superintendent of Schools. A fee of \$10 will be assessed for the replacement of any ID Badge. The Superintendent's Office is responsible for the collection of badges, fees, and issuance of badges.

My signature does not indicate that I agree or disagree with this safety procedure; however, it does acknowledge that I understand my obligations and appreciate that this is a District policy in support of our safety readiness practices. Your cooperation is greatly appreciated.

Please sign below acknowledging that you have read the ID Badge requirements and procedures.

Please check as follows:

This is my first issuance of an ID Badge

This is a replacement

A damaged ID Badge (Employee must turn in the damaged badge for replacement)

A lost ID Badge

To be completed by Administration

\$10 Fee Paid

\$10 fee waived

Please sign below acknowledging that you have read the District requirements associated with the issuance of identification badges.

Signature: \_\_\_\_\_ School Location: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

*(A copy of this document will be provided at the time the employee is issued his/her ID Badge).*