

## Badge Request Form

Please complete this form and forward your request to the DeSoto County Schools/Human Resource Department Attention: Lisa Booth

If you have lost, misplaced, or otherwise no longer have in your possession your DeSoto County Schools I.D. Badge, you will be required to pay a \$5 replacement fee in the form of cash or check made payable to DeSoto County Schools.

If your badge has broken, you will need to send your broken badge along with this form in order for the replacement fee to be waived.

Employee Name: \_\_\_\_\_

Employee I.D. #: \_\_\_\_\_

Position: \_\_\_\_\_

School/Dept.: \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date



*DeSoto County Schools 5 East South Street Hernando Mississippi 38632 Phone: 662.449.7160 Fax: 662.449.7236*

*Revised: 01/20/2017 - lmb*