



## REQUEST FORM FOR PHOTO ID BADGE

Please check the one which applies:

Substitute Teacher

Transportation

Date:

Expiration date:

Employee Name: \_\_\_\_\_ Emp DID # \_\_\_\_\_

**SUBSTITUTE TEACHER NOTE:** You must meet the minimum requirement to stay on LMS which is working at least 1 day during the school year.

### **PHOTO ID BADGES**

Please come in on a walk-in basis on any business work day between the hours of 8:00 a.m. and 11:00 p.m. or from 1:00 p.m. to 3:00 p.m. You must bring this letter with you in order for us to process the PHOTO ID BADGE. If a special appointment is needed outside of the above mentioned times please call.

### **LOCATION**

Lee County Public Education Center  
Safety and Security Department  
2855 Colonial Boulevard, Fort Myers, FL 33996  
East Entrance Room 1300  
(239) 337-8590

Door is always locked so PLEASE KNOCK ON THE DOOR

Do not sign below until you receive your badge.

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

**\*\*You MUST bring a VALID US GOVERNMENT ISSUED ID in order to receive a badge\*\***

Department Head: \_\_\_\_\_

Please print name:

Department Head Signature: \_\_\_\_\_