



**(SUBSTITUTE TEACHER CENTER)**  
**THE SCHOOL DISTRICT OF LEE COUNTY**  
**Substitute Teacher Center c/o Personnel Services (8am to 4:30 pm)**  
**2855 Colonial Blvd, Fort Myers, Florida 33966**  
**Phone# (239) 461-8486 Fax # (239) 337-8689**



Employment Verification Form for an ID Badge Request

The Safety & Security Department requires you to verify that you are an employed substitute teacher for the School District of Lee County in order to receive an ID Badge.

This form is to be completed in order to receive an Employment Verification Letter in order to receive your ID Badge.

Please complete the following and return to Personnel Services.

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

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

Employee ID (EMPL ID) \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Signature \_\_\_\_\_

Please allow 3 - 5 business days for processing. The ID Badge Request Letter will be sent to you by US Post Mail.

Please check below the reason for a new ID Badge.

- I have never received an ID Badge
- I have misplaced my ID Badge
- I need a replacement ID Badge due to "wear and tear".
- Required ID Badge Update

Office Use Only:

Date ID Badge Letter Mailed: \_\_\_\_\_

Office Personnel's Initials: \_\_\_\_\_