

ID Badges

[Request for ID Badge Form](#)

Swipe access badges are now transferrable

If an employee transfers from a school or department to a new school or department, the employee will bring their swipe access badge with them. The administrator at the new location will request access be assigned to the new location via the ID Badge Request form.

The ID Badge Request form has been revised. Please discontinue use of previous versions of the form.

Process for schools

1. ID Badge request form will be filled out and signed by an administrator. Please provide completed form to your school IT Tech.
2. IT Tech will confirm that there is a picture in the school photo folder for the employee.
3. Help Ticket will be submitted via Help system by the school's IT Tech.
4. Fully completed ID Badge Request form must be delivered as an attachment and included with the Help Ticket.

ID badges **will** be issued in person at the Safety & Security Office in the Lee County Public Education Center, 2855 Colonial Blvd., East Entrance, first door on right (just past ATM machine), Room #1300.

Badges will be issued on a **walk-in** basis (with properly filled out ID Badge request form and govt. issued photo ID on Tuesdays & Thursdays ONLY between the hours of 9:00 a.m. & 11:00 a.m. and 1:00 p.m. & 3:00 p.m.

Video Entrance systems

Once the Video-Entry system is installed:

- All campus gates are closed and locked after the morning late Bell to prevent unauthorized campus access, but no restricted egress where student or staff evacuation is necessary.
- All visitors are required to enter through the main office
- All employees will be issued a new ID/Access card to allow them to "swipe" at this entry point and enter so all exterior doors should remain locked
- Visitors will come through this system as well, see guidelines below. They will still need to be checked thru Keep N Track if they go further into the school

- Groups can be brought **in** but coordinated with school administrators. They would still need cleared through Keep N Track if going into the school

Video Entrance systems suggested guidelines

With the new video entrance security systems being installed at all schools, we suggest some guidelines for your staff in dealing with unknown visitors and guests presenting themselves at the video camera.

- All visitors must enter through the main office
- Video Entrance systems must **remain** locked. Signage shall be posted near button directing individuals to push the button and speak to the front office staff upon entry.
- Front office staff must ensure the mic/speaker is muted immediately after speaking with each potential visitor to the school. If not, audio is will still be enabled to the speaker at the entry point and all conversations in the front office will be overheard.
- Visitors should push the button and be acknowledged by school staff who can ask the reason for their arrival and ask them to hold their ID up to the camera at the doorbell.
- If the visitor has no I.D. or refuses to present I.D., the SRO and Principal or their designee, must be contacted, prior to entry.
- If the visitor appears highly agitated, angry, threatening, hiding, suspicious, disguising their appearance or refusing to present I.D., the SRO and Principal or their designee, must be contacted.
- Administration and school sites are to use Keep N Track program if anyone wishes to pass the front desk at any site.
- All visitors must have and I.D. tag or district I.D. visible on campus.