

# Initial Employment Badge and Renewal Information

The Alabaster City Schools District is committed to keeping our students and staff members safe. All employees, student teaching interns, vendors, consultants and contractors will need to have and wear an identification badge while working in the district.

**All ID Badges** are made for new employees and emergency replacements at the Central Office during New Employee Onboarding:

September 14, 2023  
October 13, 2023  
November 16, 2023  
December 14, 2023  
January 11, 2024  
February 15, 2024  
March 14, 2024  
April 11, 2024

Exceptions will be made for emergency situations.

An employee will be entitled to **an ID Badge** replacement outside of the renewal cycle for the following reasons:

Loss of ID Badge

Damaged ID Badge due to unforeseen circumstances

Official Name Change (Must present new Social Security Card)

## **Procedures to request a replacement ID Badge:**

All requests for ID Badges should be submitted to the Human Resources Office by the school principal.

Old Badges must be exchanged for replacement badges.

All ID Photos must be taken at the Central Office during New Employee Onboarding days

Employees should email [sharon.reeds@acsboe.org](mailto:sharon.reeds@acsboe.org) to schedule an appointment for a replacement badge.

Exceptions will be made for emergency situations.

An employee will be entitled to **an ID Badge** replacement outside of the renewal cycle for the following reasons:

Loss of ID Badge

Damaged ID Badge due to unforeseen circumstances

Official Name Change (Must present new Social Security Card)

## **Badge and Renewal Services**

Badges will be renewed on a three-year rotating basis as follows:

Creek View Elementary School 2025-2026 school year

Meadow View Elementary School 2025-2026 school year

Thompson Intermediate School 2026-2027 school year

Thompson Middle School 2026-2027 school year

Thompson High School 2026-2027 school year

### **Information on what you need to bring with you.**

If you have questions regarding badge replacements or badge renewals, please contact the Human Resources Department.

#### **What to Bring:**

- Current ID Badge if seeking a replacement