



## ID Card, Security Access Card or Lanyard Replacement Form

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

Replacement Type:

Staff or Student ID card or Staff Security Access Card

Lanyard only

Both

Student/Staff Name: \_\_\_\_\_

Grade (if applicable): \_\_\_\_\_

Building/Location (if applicable): \_\_\_\_\_

### **Lost ID Badge, Security Access Card or Lanyard**

ID badge, Security Access Card or school-issued lanyard must be replaced as soon as possible and should be reported to the main office by using the ID Card, Security Access Card or Lanyard Replacement Form available on the district website. A replacement fee of \$10 will be charged. Replacement fees can be paid by check, made payable to the *Town of Swampscott*. The replacement ID, Security Access Card, or lanyard will be provided as soon as it is ready.