



# Hattie Mae White Educational Support Center

## ID Badge Request

### *General Access for HMW Employees Only*

ID Badge Request forms should be filled out completely with proper signatures to be granted access. Any incomplete forms or those without proper approvals will not be granted access. Please submit the completed form to the ID badge desk located in the HR reception area. For any questions please call 713-556-7575 or email [Onboarding@houstonisd.org](mailto:Onboarding@houstonisd.org).

**Badge Holder Name:** \_\_\_\_\_  
Please Print Clearly

**Employee ID #** \_\_\_\_\_ **Job Title:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_ **Cubicle/Office #:** \_\_\_\_\_

**Department Name:** \_\_\_\_\_ **Dept. Code #:** \_\_\_\_\_

**Expiration Date:** \_\_\_\_\_ **Supervisor Name:** \_\_\_\_\_  
*If applicable*

### Badge Type

- New Badge (HMW)**
- Principal Badge**
- Replacement Badge**  
*\$5 Replacement Fee*
- Badge Renewal**

ID Badge Request forms will only grant General Business day access which is Monday – Friday 6:00 am – 9:00 pm. If you require additional access, your supervisor must complete the Additional Access Form.

**HMW Supervisor Approval** Date: \_\_\_\_\_

Print: \_\_\_\_\_ Signature \_\_\_\_\_

#### To be completed by Access Management Personnel only

Badge Access ID #: \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_

**Badge Holder Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Do not poke holes in the badges, leave them in the heat or direct sunlight or otherwise fold, spindle or mutilate them.*