




Transportation Replacement Badge Request Form

Please complete the below form in entirety. The cost for a replacement transportation badge is \$5.00. Payment options are as follows:

-  Check or money order
 - Payable to: Houston Independent School District
 - Mail Check to:
HISD Transportation Department
Attention Olivia Salazar
6351 Pinemont Dr.
Houston, TX 77092
 - Please print and complete form and send in with your payment.

Note: Students will not be denied transportation due to a lost or stolen badge. Transportation badges are only available for **approved** transportation requests. Replacement badges will be delivered to your campus within 10 - 15 business days.

Requestor First Name*

Requestor Last Name*

Requestor Address*

ex.: 123 Main St., Houston, TX 77002

Requestor Contact Number*

ex.: 713-555-5555

School Name*

Student First Name

Student Last Name

Dear Sir,
I have received your letter of the 10th inst. regarding the matter of the [redacted] and I am sorry to hear that you are not satisfied with the [redacted] that I have provided to you. I will be happy to discuss this further with you if you wish.

[redacted]

I am sure that you will understand the need for confidentiality in this matter and I am sure that you will be satisfied with the [redacted] that I have provided to you. I will be happy to discuss this further with you if you wish.

I am sure that you will understand the need for confidentiality in this matter and I am sure that you will be satisfied with the [redacted] that I have provided to you. I will be happy to discuss this further with you if you wish.

I am sure that you will understand the need for confidentiality in this matter and I am sure that you will be satisfied with the [redacted] that I have provided to you. I will be happy to discuss this further with you if you wish.

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I am sure that you will understand the need for confidentiality in this matter and I am sure that you will be satisfied with the [redacted] that I have provided to you. I will be happy to discuss this further with you if you wish.

Student ID Number

Grade Level

Reason for Request

- Lost
- Stolen
- Other, please specify

Done

Cancel