



## Plainfield Public Schools

### Guidelines for Staff and Student Identification Cards

#### Purpose

The purpose of these guidelines are to set forth steps for obtaining and utilizing a staff and/or student identification (ID) card.

#### Guidelines

Every staff member and secondary student affiliated with the Plainfield Public School District must possess an official ID Card. PPS identification cards are produced and issued through Administrative Services and remain the property of the Plainfield Public School District.

Staff and students may be asked to produce their ID card as proof of identity by security, teachers, and administrators while on Plainfield Public School District property (entering class, after school activities or any other school sponsored event).

Administrative Services will issue the initial ID cards without charge.

The initial ID card photo will be taken at the staff/students' school or work location.

A headshot photo image of the staff/student will be taken and the ID card will be printed, encoded and presented to respective staff/student.

Staff hired after October 30, 2009, must report to the Plainfield High School Security Office, Wednesdays between the hours of 7:30 a.m. – 12:30 p.m. to take an ID card photo.

New secondary students who register after September 30, 2009 shall report to their school security office to obtain an ID card.

If the most recently issued ID card becomes unusable due to normal wear and tear, it will be replaced at no charge. If for any other reason an ID card needs to be replaced, there will be a \$5.00 non-refundable ID card replacement fee payable to Plainfield Public School District.

Secondary student replacement ID cards can be obtained from their security office during in school hours.

Staff replacement ID cards can be obtained at Plainfield High School Security Office every Wednesday between the hours of 7:30 a.m. – 12:30 p.m.