



Clayton County Public Schools

Office of the Deputy Superintendent

1058 Fifth Avenue • Jonesboro, Georgia 30236 • (770) 473-2700

DR. MORCEASE J. BEASLEY
Superintendent of Schools

DR. ANTHONY W. SMITH
Deputy Superintendent

Access ID Badge Instructions

New Employees Badges

New hires will have their photo taken and paperwork completed during New Employee Orientation. The badges will be processed and delivered to each location. An administrator or the bookkeeper must sign for the badges. Please allow a minimum of 10 business days for badges to be processed and delivered.

Non-working badges

Please be mindful that ID badges have access times. If an employee attempts to access the location outside of their granted access time the badge will not work. Administration should test the badge during the employee's granted access time to verify that it does not work. For badges that are inoperable, a SchoolDude work order (under Audio/Visual) must be entered with the employee's name, badge identifier.

Badge Identifier

The badge identifier number is located on the back of the badge. Example: *01756 11865669-1A
Audio/Visual only requires the first set of numbers after the asterisk (*) or the plus sign (+).

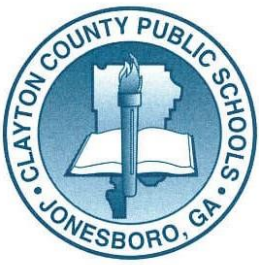
Stolen Badges

If an employee's badge is stolen, administration must be notified immediately. Administration must call Audio/Visual at 770-473-2825 and enter a SchoolDude work order under Audio/Visual requesting the badge be removed from the system. A police report must be filed with CCPS Safety and Security. A badge form must be completed with the police case number listed. The documents must be brought to the Maintenance Department and a new badge will be printed without charge and delivered to the employee's work site.

Lost or Damaged Badges

If a badge is lost, tampered with, or damaged administration must be notified. Administration must call Audio/Visual at 770-473-2825 and enter a SchoolDude work order under Audio/Visual requesting the badge be removed from the system until the badge is found or payment for a replacement badge is made.

Revised 2/28/19



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Retirement, Resignation, or Termination

Administration must return the badge (s) via inner-office mail to “Maintenance Department, Audio/Visual Supervisor” advising the affected employee (s) are to be removed from the system. A SchoolDude work order must be entered under Audio/Visual advising badge access for the affected employee (s) is to be removed. If employee is irate, the Audio/Visual Supervisor should be notified immediately at 770-473-2825 to remove access. If exiting employee does not have badge to surrender, a money order or a check in the amount of \$25.00 made payable to “Clayton County Public Schools” along with the completed badge form must be submitted in person to CCPS Maintenance.

End of School Year Process

Any employee returning to the same school the next school year may keep their badge until school starts, unless the school chooses to collect the badges at the end of the year. The badges will be turned off one week after school ends and turned on one week before school starts each year.

Any employee transferring to another location inside the county may keep their badge. Administration at the old location must notify the Audio/Visual Department with a SchoolDude work order requesting the removal of the employee (s) access from the location. A SchoolDude work order must be placed by the new administration for the employee (s) to be granted access to the location.

Payment for Lost/Damaged Badges

The only forms of payment accepted are checks and money orders in the amount of \$25.00 made payable to “Clayton County Public Schools”. Payments must be submitted in person with the completed badge form.

The address of Clayton County Public Schools’ Maintenance Department is 218 Stockbridge Road, Jonesboro, GA, 30236.

ID Badge Care

ID badges should not have any holes placed in them. This includes hole punches, staples, cut to size, etc. Badges should be kept in a holder provided by Audio/Visual to prevent scrapes and scratches to the image or card. Badges should not be stored in extreme heat or direct sunlight.

Revised 2/28/19