



Montgomery County Public Schools

Caring for Your MCPS Identification Badge

Your MCPS identification badge is equipped with an ID chip that is programmed for access to your building location (if applicable). The following guidelines will help keep your badge in good working condition.

- 1) If your badge is lost or stolen, notify your building administrator immediately! A lost or stolen badge needs to be deactivated so it is not used improperly. Keep in mind that if someone uses your badge to gain unauthorized access to a building, you could be liable. You will be charged \$10 as a replacement fee for lost or stolen badges.
- 2) Keep your badge in a secure place when not in use. Remember, your badge may have building access!
- 3) Always use the plastic sleeve and clip provided with your badge to secure it to your lanyard. Do not use key chains or other metal clips to secure your badge to your lanyard. The plastic sleeve protects the badge from damage. Your badge will swipe without removing it from the plastic sleeve.
- 4) Do not bend, punch holes in, or cut your badge.
- 5) Do not hang items from your badge or hang items from the same clip as your badge.
- 6) Do not attach stickers, pins, etc. to your badge and do not attempt to tape a broken badge.
- 7) Do not chew on your badge or allow children or pets to use it as a teether.
- 8) Do not leave your badge where it may become exposed to very high temperatures or very low temperatures. Avoid leaving your badge where it may become exposed to long periods of sunlight (such as hanging from your rearview mirror).
- 9) Do not use your badge as an ice scraper.
- 10) If your badge no longer works, notify your building administrator. In some cases, a simple re-set may be the solution. In other cases, a new badge will need to be issued.
- 11) If your badge no longer works due to damage beyond your control, a new badge will be issued at no charge. However, if your badge is damaged by misuse, you will be charged \$10 as a replacement fee. The old badge must be returned to Human Resources before a new badge can be issued.
- 12) If the section of your badge where the clip is attached breaks but your badge still works, contact Human Resources and ask for a sleeve for your badge. If your badge stops working, we can replace it.
- 13) If your name changes and you want a new badge with your new name, you will be charged \$10 as a replacement fee.
- 14) If your location changes and your current badge has a location printed on it, we will issue a replacement at no charge to you. If it doesn't have a location printed on it, we can easily change the building access without replacing the badge.
- 15) If you leave employment with MCPS, you must turn your badge in to your building administrator or Human Resources.

As a reminder, your MCPS identification badge will allow you and one guest free admission to most home MCPS ball games (with the exception of play-offs) and some other MCPS events (but not all events).