

INSTRUCTIONS TO OBTAIN A STAFF I.D. BADGE FOR USD 489

After you are hired and approved by the Board of Education for a district position or have become a substitute teacher / para educator with USD 489, you will need to get an Identification Badge to work in the buildings in our district. In order to obtain an I.D. badge you will need to go to Hays High School, 2300 East 13th Street. You can park in the West parking lot (Student Lot) in the visitors' spaces in front of the school. Enter through the main doors located on the West side of the building. After entering the building, you will need to check-in at the main office, inside the front doors. Be sure to let the office staff know that you are there to get your I.D. badge and they will direct you to the library where you will have your picture taken. Your I.D. badge will be made on-site if time allows, otherwise you may be asked to return the next day to pick it up. Clothing with alcohol or tobacco statements and hats are prohibited for the picture. Picture hours are from 8:00 AM to 2:00 PM, Monday to Thursday, unless special arrangements are made in advance. If you have any questions, feel free to contact Twyla Ricke at 623-2600. Thank you.