

GREAT NECK PUBLIC SCHOOLS

ID BADGE QUESTIONS & ANSWERS

Q: Who do I see to obtain a Staff ID Badge?

A: The Security Department next to the Phipps Administration Building. They can be contacted at: 516-441-4911. Hours are Mon-Fri between 8:00 AM to 2:00 PM.

Q: If I am changing teaching/working locations, do I need a new ID Badge?

A: Yes. The ID Badge can be updated through the card system software. Just call the Security Department with the updated information and we will send the new ID Badge to your new location.

Q: My employment title and/or my last name changed. Do I need a new ID Badge?

A: Yes. Just call the Security Department with the updated information. A new card will be issued. The card can be picked up at the Office or sent to you via district messenger. There is no replacement fee.

Q: Is there a Fee to obtain an ID Badge?

A: Initially no. If a card is Lost, Stolen, or Damaged, there is a \$10.00 replacement cost according to School Board Policy #8105. Payment can be either cash or personal check made out to the "Great Neck School District".

Q: I am teaching and/or working at multiple buildings. Will the card work to gain entry to all buildings?

A: Yes. That is programmed through the system software.

Q: My ID Badge does not work on the school district printers. Who do I call to have it remedied?

A: IT at Phipps Administration Building can help you with that. They can be contacted at 516-441-4085.

Q: I recently obtained a new ID Badge. Who do I send the old ID Badge to?

A: Old ID Badges can be returned to the Security Department. They will be deactivated and destroyed properly.

IF THERE ARE ANY OTHER QUESTIONS OR CONCERNS. THE SECURITY OFFICE CAN BE CONTACTED AT 516-441-4911 BETWEEN THE HOURS OF 8:00 AM AND 2:00 PM. MONDAY-FRIDAY.