



(SUBSTITUTE TEACHER CENTER)
THE SCHOOL DISTRICT OF LEE COUNTY
Substitute Teacher Center c/o Personnel Services (8am to 4:30 pm)
2855 Colonial Blvd, Fort Myers, Florida 33966
Phone# (239) 461-8486 Fax # (239) 337-8689



Employment Verification Form for an ID Badge Request

The Safety & Security Department requires you to verify that you are an employed substitute teacher for the School District of Lee County in order to receive an ID Badge.

This form is to be completed in order to receive an Employment Verification Letter in order to receive your ID Badge.

Please complete the following and return to Personnel Services.

Date: _____

Name: _____

Employee ID (EMPL ID) _____

Social Security Number: _____

Signature _____

Please allow 3 - 5 business days for processing. The ID Badge Request Letter will be sent to you by US Post Mail.

Please check below the reason for a new ID Badge.

- I have never received an ID Badge
- I have misplaced my ID Badge
- I need a replacement ID Badge due to "wear and tear".
- Required ID Badge Update

Office Use Only:

Date ID Badge Letter Mailed: _____

Office Personnel's Initials: _____