# Clinical Badge RequestsThis is a featured page

* In order to request Clinical Badges for your students, you must fill out this form and email it to studentid.library@sctech.edu. Please write Clinical Badge Request in the subject line.
* Clinical IDs will have the term that they were made displayed on them. If you want your students to update this badge every term, you must provide us with this completed form every semester.
* Please remember that the name that you provide us with is the name that will be placed on the badge. We will not use a preferred name unless it is specified on the form.
* Any remakes will be $5 unless it is to correct a data entry error. This does not include changing wrong preferred forms of names.

**\*PLEASE NOTE:** Students are no longer allowed to submit photos by email for clinical badges. Instructors are asked to please schedule a time for their class to visit the library in person (as a single group, not individually) to be photographed. To schedule photos, please call the library at 770-412-4755 or email [studentid.library@sctech.edu](mailto:studentid.library@sctech.edu). Please include a contact number in email.

**Semester:**  Spring  Summer  Fall **Year:** Click or tap here to enter text.

**Check one:**

New Clinical ID Badges Required

Update to Existing Clinical ID Badges Required

**Please provide the following information:**

Instructor Name: Click or tap here to enter text.

Name of the Program: Click or tap here to enter text.

Program Name as you want it to appear on badge (ex. Student Radiographer): Click or tap here to enter text.

**Choose one:**

First and Last Name included

First Name ONLY (PREFERRED NAME)

**Please let us know if there are any rules regarding student’s appearance that we should adhere to for badge photos (i.e. no jewelry, must be wearing uniform, etc.):**

Click or tap here to enter text.

NOTE:

* If you are returning this form electronically, cut and paste your roster below. Include first and last names, as well as student numbers. If returning a hard copy, you can include a print copy of your roster
* Please don’t fill out one of these per student. One form should include the whole class section roster.

CUT AND PASTE HERE:

**Student Name Student # Preferred Name**