



New Student ID/Lunch Card Request

There is a \$5 replacement card fee that must be submitted with this form.

Student Name: _____ Grade: _____

Advisor or Staff Member Requesting Replacement: _____

Reason for replacement: (circle one)

Lost

Broken

Stolen

Other (please explain below)

Student has a photo on file? Yes or No (circle one)

Please submit this request to your FSC to receive your new student ID card. Please make sure you have completely filled out all portions above and submitted the necessary money for the replacement fees.

Incomplete requests will delay the replacement process.

If you have any questions call Ms. Allison Neal at 313.874.4340 x1312

For office use only

Request received on: _____

\$5 fee received

\$5 fee waived because: _____

Card sent to: _____ on: _____ by: _____

Notes: _____