

**Queens Gateway to Health Sciences  
Secondary School**

**Request for Replacement of Lost/Damaged  
Student ID Cards**

Last Name: \_\_\_\_\_ First: \_\_\_\_\_  
(Print) (Print)

Official Class: \_\_\_\_\_

Reason for replacement (circle one):      Lost      Damaged

Requests for replacement of lost/damaged student ID cards will not be processed  
without a parent/guardian signature

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**Please return request form to Mr. Villar's mailbox in the General Office**

**NOTE: It takes a minimum of 24 hours after receipt of this request to replace an ID.**

**Student's Signature** \_\_\_\_\_

**\* Please note that after the SECOND replacement ID card, students will be assessed a \$4 fee to replace a lost or damaged ID card.**

**\* If you have a duplicate student ID card, please return it by placing it in Mr. Villar's mailbox.**

**OFFICE USE ONLY**

**FIRST** \_\_\_\_\_ **SECOND** \_\_\_\_\_  
(Date) (Date)