


Intradistrict Communication

DATE: July 14, 2017

TO: High School Principals

FROM: C. Brad Sorensen, Administrator of Schools, Herriman K-12 Feeder 

SUBJECT: Athletic Trainer ID Badges

Due to the heavy involvement of our athletic trainers at each high school, it has been requested for Athletic Trainers to receive an annual ID badge to have better access in and out of building facilities. Because they are not employees of the district, cabinet has approved an exception for one athletic trainer per high school to receive an ID badge if the school chooses to grant them access.

The following steps must still be followed in order to obtain an ID badge:

1. Identify the "one" athletic trainer that will be issued a badge. Please provide my office with the name of your athletic trainer before August 18th.
2. Fill out the HR Volunteer Information Form. Under the "other" category, write in "athletic trainer". Both principal and trainer must sign this form prior to submission.
3. Send athletic trainer with signed form to HR to complete the fingerprinting & background check process. The \$37 fee needs to be paid by the trainer; they will be provided a receipt and can then be reimbursed by the school. Fingerprinting is done between the hours of 7:30-4:30.
4. Picture will be taken at HR and sent to Sandi Abplanalp to create ID badge and send it to the school to distribute.
5. Hours of access for the badge will be on Monday-Friday from 3:00pm - 10:00pm and Saturdays from 7:00am - 12:00pm. If additional hours are needed for a Saturday game, please notify Sandi at least one week in advance.
6. This process will need to be completed when a new trainer is assigned. It is the school's responsibility to retrieve the old badge and notify Sandi Abplanalp to deactivate the badge.