High Desert ESD (HDESD) Badge & Bend-La Pine Schools (BLPS) Raptor Barcode
Frequently Asked Questions (FAQ's)

Your badge is your responsibility. Keep it safe and secure at all times.
Lost/stolen badges are a safety and security risk for you, our students, schools and staff.
Badges are costly (time and supplies) to reprint,
and issuing more than one badge creates additional safety and security risks.

GENERAL

When do I wear my HDESD badge?

- Wear your HDESD badge when you are representing/working for HDESD. This includes wearing your badge within the building that you work in and/or other HDESD/non-HDESD sites. [NOTE: If you are at the school for a non-HDESD event, use your state issued identification (e.g. Driver License).]

My badge has been lost/stolen! What should I do?

- **Complete this form to notify that your badge has been lost or stolen:** Notification of HDESD Badge/BLPS Raptor Barcode Lost/Stolen (2025-2026).
- **If your badge has been lost/misplaced,** look for it for a few days.
  - **If you find it,** complete this form: Notification of HDESD Badge/BLPS Raptor Barcode Found/Recovered.
  - **If you can't find it,** and you've looked everywhere as well as contacted all of the places you have been, complete this form: Request for replacement HDESD Badge/BLPS Raptor Barcode.
- **If your badge was stolen:**
  - **First, to report it stolen,** complete this form: Request for replacement HDESD Badge/BLPS Raptor Barcode.
  - **Next, to request a replacement badge/barcode,** complete this form: Request for replacement HDESD Badge/BLPS Raptor Barcode (2026-2027).

How do I protect my badge from damage or being stolen?

- Store your badge in a safe/secure location and out of view when not in use.
- Keep your badge out of direct sunlight.
- Keep your badge away from magnets and cell phones.

Does my HDESD badge give me electronic access to doors at the school district schools?

- No.

May I use my own lanyard, clip, etc.?

- Yes.

I am no longer working for HDESD. What do I do with my badge?

- Return your badge to your supervisor/manager/director, or
- Turn your badge in at the front desk at the HDREC building (2804 SW 6th St, Redmond, OR), or
- If you have moved from the area and are not able to turn your badge in, destroy the badge (e.g. shred it or cut it into small pieces) and send an email to hdrec.reception@hdesd.org with your first and last name and details to confirm that the badge has been destroyed.

HDESD ELECTRONIC DOOR ACCESS & PRINTING/COPYING/SCANNING (NOTE: not available for "substitute" badges.)

How do I get electronic door access to the HDESD buildings?

- **Electronic door access and printing is not available for substitute badges.** However, if a substitute is working in an HDESD building that requires electronic door access, a temporary badge may be checked out from the front desk staff. (Do not use the temporary badge for printing.) The temporary badge must be checked out and returned daily.
- **Employees working in HDESD buildings should have electronic door access and printing access that is appropriate for their job.** If your electronic door access or printing access is not working, complete this form: Request for replacement HDESD Badge/BLPS Raptor Barcode (2026-2027).

BARCODE/QR CODE (ON THE BACK OF THE BADGE)

What is it for?

- Scan the barcode/QR code at the Bend-La Pine School (BLPS) District schools to sign in to the Raptor system. Raptor is a visitor management system that enhances school security. Only scan the code on your badge when you are representing HDESD. [NOTE: If you are at the school for a non-HDESD event, use your state issued identification (e.g. Driver License).]

Does it give me electronic access to doors?

- No

Does it give me access to print/copy/scan documents?

- No

It's not working to sign in to the Raptor system? What should I do?

- Complete this form: Request for replacement HDESD Badge/BLPS Raptor Barcode (2026-2027).

Important Links:

- **Notification of HDESD Badge/BLPS Raptor Barcode Lost/Stolen:** (https://forms.gle/tzwHCR6JTdqVPWNT8)
- **Notification of HDESD Badge/BLPS Raptor Barcode Found/Recovered:** (https://forms.gle/tzwHCR6JTdqVPWNT8)
- **Request for replacement HDESD Badge/BLPS Raptor Barcode (2026-2027):** (https://forms.gle/vt15ji42fzYzbRrz7)
- **Links not working or have other questions?** Send an email to HDREC (hdrec.reception@hdesd.org).