

Student ID/campus online card replacement request.

All students in Grades 4 to 12 will receive a Campus Online card, which serves as their official student ID and also as the stored value card that facilitates canteen purchases. Students who lose their ID card must pay \$20.00 in order to be issued with a replacement card.

The process for replacement is as follows:

1. Complete this form and submit to the Sodexo Administration office on your campus. You will need to pay \$20 when the form is submitted and you will be issued an official receipt. Student will be issued with a red slip which will enable them to use cash in the canteen/café' until the replacement card is received.
2. After 3 working days, please proceed to the Sodexo Administration office to collect your new card.

Please provide us with the following details:

Student's name

First name *(as per passport)*

Last name *(as per passport)*

Lakeside Campus

Tanjong Katong Campus

I confirm that all details on this form are correct.

Name

Relationship to student

Email

Phone

Signature

Date

Please return this form to the Sodexo Administrative Office on your child's campus. Please contact foodservices@cis.edu.sg if you have any questions