

PERU CSD INTERIOR DOOR KEY REQUEST

Directions: The **employee** provides the information requested below in **Section A**. The **administrator or supervisor** completes the information requested within **Section B**, and forwards the document to the **district office**, for prompt consideration via **Section C**. Thanks!

SECTION A – EMPLOYEE INFORMATION

Employee Name _____

Title or Job Function _____

I will return any interior door key assigned to me at the end of my service in the title or job function specified above. I will notify my administrator or supervisor promptly, if a key assigned to me is lost or stolen.

Employee Signature _____

SECTION B – ADMINISTRATOR OR SUPERVISOR INFORMATION

This request is for the employee above to have an interior door key for room # _____ at the [check one]:

Primary School Intermediate School Middle School High School

Signature of Administrator or Supervisor _____

SECTION C – DISTRICT OFFICE REVIEW/AUTHORIZATION

The individual above is authorized to be assigned an interior door key for the room identified above.

Limitations or exclusions to be in place:

Authorization of Superintendent or School Business Administrator _____

Authorization Date: _____

This August 25, 2010 request form supersedes any previous request form associated with an interior door key. Copies of any previous edition of an interior door key request are to be shredded and recycled, as they are no longer in use.