

Jordan School District
Facility Services



Security Code Exception Form

**Under District Policy DA153 – Building Access –Schools
Administrator of Schools written approval is required for all exception requests.**

Date Requested: _____ School: _____

Requested By: _____ Phone#: _____

Employee Name to be added	Job Title	5 Digit Code
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Reason for exception:

School Administrator Signature _____ **Date** _____

Administrator of Schools Signature _____ **Date** _____

Please Send via District mail directly to your Administrator of School

Once approved by your Administrator of Schools, the request will be sent to Jeff Beesley in Safety/Security Department. He will notify the school Administrator when the security code is active.