

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**

**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.