Jordan School District
Facility Security

Security Code Addition/
Deletion Form

Date:_____School: _____

Requested By:_____Phone#:_____

Employee names to be added	Job Title	*5 Digit Code*	Who they replace-**required**
_____			
_____			
_____			
_____			

Employee names to be removed	Job Title		Reason for removal
_____			
_____			
_____			
_____			

Administrator Signature_____**Date** _____

Please verify that the employee you are requesting a code for meets the policy requirements.

Under District Policy DA153 – Building Access –Schools, Administrator of Schools written approval is required for all exception requests. Use Exception Request Form,

Please Send via District mail
Attention: Robbie Elkins
Facility Security
Department - ASB