

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- <u>required</u>
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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

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: Kenny Hoyt
Facility Security
Department - ASB