

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: Ron Mousley
Facility Security
Department - ASB