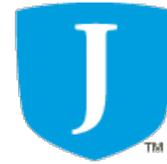# Jordan School District
Facility Security
Security Code Exception Form

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** _____

<u>**Please Send via District mail directly to your Administrator of School**</u>

Once approved by your Administrator of Schools, the request will be sent to Robbie Elkins in the Facility Security Department. He will notify the school Administrator when the security code is active.