

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** _____

Please Send via District mail directly to your Administrator of School

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