

Jordan School District
Facility Services



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 Ron Mousley in Safety/Security Department. He will notify the school Administrator when the security code is active.