REQUEST FORM
FOR BUILDING KEYS/CARD KEYS/LOCKS

Location: CIRCLE ONE BELOW

Harrison High School, 800 Hamilton St.

Washington Middle School, One No. Fifth St.

Hamilton Intermediate School, 223 Hamilton St.

Lincoln Elementary School, 221 Cross St.

__________________________________________ (fill-in other)

Date: ________________

Print Name: ___________________________________________________________________

Your Current Room #/Area: __________________________

Describe Request with Specificity: ____________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

Date: __________

Signature

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Recommended  Not Recommended

Date: __________

Signature of Building Principal

Recommended  Not Recommended

Date: __________

Signature of Superintendent

===== TO BE RETURNED AFTER SIGNATURES TO BOARD OFFICE ======

Action Taken: ________________________________________________