

REQUEST FORM
FOR BUILDING KEYS/CARD KEYS/LOCKS

Location: **CIRCLE ONE BELOW**

Harrison High School, 401 Kingsland Avenue

Washington Middle School, One North 5th Street

Hamilton Intermediate School, 223 Hamilton Street

Lincoln Elementary School, 221 Cross Street

Kennedy Elementary School, 1 Washington Street

_____ (fill-in other)

Date: _____

Print Name: _____

Your Current Room #/Area _____

Describe Request with Specificity: _____

Date: _____

Signature

=====

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: _____
