

## Key Card Request Form (501 Manhattan Only)

### Jefferson Parish Schools

- NEW CARD  
 REISSUED CARD

#### A. EMPLOYEE INFORMATION:

1. Employee Name (Last, First, MI)	2. Employee ID Number:	3. Date:
4. Phone Number:	5. E-mail Address:	
6. Department:	7. Title:	8. How many days a week are you in the 501 building:

#### B. APPROVAL INFORMATION - All requests must be approved by the person's supervisor before issuance.

9. Supervisor Name and Title:	10. Phone Number:
11. E-Mail Address:	

#### C. Internal Use ONLY

12. Card Activated By:	13. Date Programmed:	14. NEW Key Card Number:
15. REPLACEMENT Key Card Number:	16. Problem with Card: (BROKEN or LOST/STOLEN)	

#### D. Access Card Agreement and Signatures

- Electronic access to building is monitored and logged. Usage reports and logs may be reviewed by the Operations Division. Access is limited to a certain time frames.
- Access cards issued by Jefferson Parish Schools remain the property of JP Schools and must be returned to the individual's department head or human resources department upon departure and will be forwarded to the Operations Division.
- I agree to not loan, transfer, give possession of, misuse, alter, or make a duplicate access card.
- If the access card is lost, misplaced, damaged or stolen I will notify the Operations Division immediately and there will be a \$10.00 replacement fee.
- I, the undersigned, acknowledge receipt of the access card designated above in Section C and I understand and agree to abide by the above provisions of this agreement.

17. Signature (Supervisor)	18. Signature (Person Receiving Card) <b>(SIGN ONLY WHEN CARD IS Received)</b>
19. Signature (Person Issuing Access Card)	

**\*\*\*Completed and Signed form must be sent to [Jessica.middleton@jpschools.org](mailto:Jessica.middleton@jpschools.org) \*\*\***  
**NOTE: When submitting for a replacement key card, the receipt needs to be attached to the request.**