



**BIRMINGHAM COMMUNITY CHARTER
HIGH SCHOOL**
17000 Haynes St.
Lake Balboa, CA 91406

KEY REQUEST FORM 2023-2024

Date: _____

Name & Position: _____

Keys Requested (Room & key number): _____

Reason key is needed: _____

Administrator Approval: _____ Date: _____

Please review the instructions below:

1. Complete the top portion of this form.
2. Submit form to Administrator, Tommy Elmore for key approval.
3. Submit COMPLETED form to Ana Manzo (Main Office).
4. An email will be sent to you when the keys are ready for pick up.