



**BIRMINGHAM COMMUNITY CHARTER
HIGH SCHOOL
KEY REQUEST FORM**

Date: _____

Name & Position: _____

<u>Master Keys</u>	<u>Classroom Keys</u>	<u>PE</u>	<u>Office Keys</u>	<u>Restroom Key</u>
___ A2	___ 1MX	___ 20MX	___ 50sch	___ 170MX
___ A4	___ 8MX	___ 30MX	___ 52MX	
___ Asch	___ 1Z	___ 20sch	___ STsch	
___ 409	___ 5150MX	___ 30sch	___ 3sch	
___ C	___ 3MX	___ 19MX	___ 54sch	
___ OTHER _____	___ OTHER _____	___ OTHER _____	___ OTHER _____	

Reason key is needed: _____

Department Administrator Approval: _____

Operations Administrator Approval: _____

Human Resources Approval (TEMP/VENDOR/CONTRACTORS): _____

Please review the instructions below:

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