

Electronic Access Authorization



Card #

Name: _____ Employee ID #: _____ Date: _____

Department/School: _____ Position/Title: _____

PLEASE MARK ONLY ONE OF THE FOLLOWING:

Initial Badge (please include school appropriate photo for initial request)

Replacement (please select an option below)

- Damaged
- Inoperable
- Lost/Stolen
- Name Change (official name change through HRS required)

Substitute Teacher (Substitutes will receive a badge for identification purposes only, door access will not be permitted)

Your signature below indicates you acknowledge and agree to the following:

1. This is your personal access card and is coded with a unique identification number. The access card is assigned to you and should never be shared with others. It will allow you access to those building areas to which you are authorized during the hours of 6:30 a.m. to 6:00 p.m. on normal school days only or as otherwise permitted by Board Policy G-10.
2. You will be held as the person responsible anytime the number assigned to this access card appears on the access report. Report lost, stolen, or damaged cards to your supervisor. If necessary, this form will need to be completed and emailed for a replacement badge to be issued.
3. If you change building locations or position and badge access needs to be updated/added or changed, please have your supervisor send notification along with photos of the front and back of your badge by email to nicole.bornemann@slcschools.org
A new form is not needed for location or position changes.
4. Upon leaving employment with the district, you must turn in the access card to Technical Services, your supervisor, or Human Resource Services.
5. Failure to adhere to these procedures could result in the deactivation of your access card and loss of access privileges.

Employee Signature (digital signature permitted)

Date

Principal/Supervisor Signature (digital signature permitted)

Date

***District employees who need access to multiple locations, please list those in the space below. Additional access will only be granted upon receipt of request from Supervisor and upon review.**

Please email this completed form to Nicole.Bornemann@slcschools.org. Paper copies will not be accepted for processing.