

ADRIAN C. WILCOX HIGH SCHOOL

3250 Monroe Street
Santa Clara, CA 95051
PH (408) 423-2400 / FAX (408) 423-2480

Kristin Gonzalez, Principal



"To prepare students of all ages and abilities to succeed in an ever-changing world."

Dear Student & Parent/Guardian,

The elevator key is being assigned to you with the understanding that you will be responsible and uphold the school rules. **A doctor's note (with the start and end dates) and a parent/guardian signature are required in order to receive a key.**

By signing this contract, you agree to the following:

- Only you and one other designated assistant are allowed in the elevator
- Appropriate elevator policy behavior is expected in the elevator at all times
- The key is checked out through the health office using the student ID and must be returned to the health office at the end of the doctor's excused date.
- If the key is **lost**, a **replacement fee of \$10.00** is required.
- **Violation of this contract may result in disciplinary action.**

Student Information

Print Student Name: _____ ID# _____

Student Signature: _____ Date: _____

Parent/Guardian Information

Parent/Guardian Signature: _____ Date: _____

----- For Office Use -----

Assigned key # _____

Date check out: _____

Initial: _____

Date checked in: _____

If lost key, payment date: _____