

ADRIAN C. WILCOX HIGH SCHOOL

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

"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.

Requirements to check out an elevator key:

1) A doctor's note

- a. Stating the diagnosis or requesting an elevator key for the student.
- b. Has a start and end date for elevator key usage.

2) Completion of the Elevator Key Contract below.

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's Name: _____ ID# _____

Student's Signature: _____ Date: _____

Parent/ Guardian Information

Print Parent's/Guardian's Name: _____

Parent's/Guardian's Signature: _____ Date: _____

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

Assigned key # _____

Date check- out: _____

Initial: _____

Date check- in: _____

If lost key, payment date: _____