



# Waco Independent School District Key Control Procedures

## Attachment A

# Key Control Request Form

When additional keys to any lock in the Waco Independent School District are needed, the request for duplication of keys must be submitted and requested through the Employee Key Request form and attached to the work order for due process

School/Department: \_\_\_\_\_

| Key Description | Quantity | Purpose or Justification to Receive Keys |
|-----------------|----------|------------------------------------------|
|                 |          |                                          |
|                 |          |                                          |
|                 |          |                                          |

**Key Control Supervisor**

**Superintendent of Schools, Site Key Administrator, Principal,  
Central Office Administrator or Department Head**

Name

Name

Date

Date

### *Acknowledgement of Receipt of Keys*

*I, the undersigned, acknowledge receipt of the keys designated above for distribution to the appropriate staff member(s). Any keys not physically in possession of an authorized staff member will be kept in a locked key safe or vault. I understand that the issuance and receipt of all keys shall be in writing and approved by me. I further understand that I am responsible for an up-to-date record of any and all keys issued and will email copies to the Maintenance and Facilities Office .*

Received by:

Name: \_\_\_\_\_ Date: \_\_\_\_\_