

Acknowledgement of Receipt of District Keys

_____ **School**
 _____ **School Year**

This practice ensures safety of school property, employees and students. The loss of a key, or unauthorized use of keys, can result in serious consequences and unnecessary expenditures for our schools and employees.

The building principal, administrator or designee issues keys to employees pursuant to Superintendent Policy 3810 and requires all employees to sign this key receipt. By signing this form, and receiving district keys, I agree to the following:

1. I will use reasonable care at all times to safeguard keys/access cards/alarm codes issued to me and will not mark the key or attach a lanyard to the key that identifies the location of its use.
2. I will not leave keys unattended in an office, classroom or vehicle.
3. I will not loan keys to students or fellow employees for any reason.
4. Lost or stolen keys shall be reported immediately to the principal. I may be responsible for costs associated with such loss based upon circumstances and what is required to restore security to the compromised area.
5. I will return any keys in my possession before leaving for summer break or at the conclusion of the session, as applicable. I will return all district keys upon request of the building administrator at any time.
6. I will not duplicate any keys assigned to me by the principal. I understand that unauthorized copying of keys may be considered grounds for discipline, up to and including dismissal.

The building principal, administrator or his/her designee will maintain a key record for all locked areas within individual buildings. The building principal or administrator will conduct and document an annual inventory check of all keys issued.

I have read and understand Superintendent Policy 3810.

Signature

Date

Name Printed

Title

Inside Master
 Outside Master
 Grand Master
 Inside Classroom Door

Outside Classroom Door
 Proximity Card
 Building Alarm Code
 Other

Issued By: