

Lake Placid Middle/High School

Request for Keys 2012/13

To: High School Interim Principal
To: Rick Retrosi, Middle School Interim Principal

From: _____ Date: _____

This form is a request for the use of building access keys for an extended period of time. Such use is for reasons such as athletics, job description that requires room and /or building access, etc. The building principal will approve all building key distribution.

Reason for requesting key: _____

Type of key (s) requested (door, cabinet, etc) _____

Room # (s) _____

on lock requested (1- ?, v ?): _____

Signature of person requesting key

Approved _____ Not Approved _____

Principal

Date