



APPLICATION FOR ACCESS BADGE

Staff Access

PLEASE PROVIDE THE INFORMATION BELOW AND SUBMIT THIS COMPLETED FORM TO THE MAINTENANCE DEPARTMENT

Name: _____ Phone Number: _____
School: _____

CONTRACT TERMS:

1. User is required to make sure that the building is secure at all times. Doors should never be propped open. Please secure all doors and windows that you may have opened as you exit the building.
2. Facility use is limited to assigned employee and work area only. A facility request must be submitted through fowlervilleschools.gofmx.com whenever you request use of athletic facilities and other common elements of the building.
3. Access Badge is only to be used by the individual it is assigned to. Never give your Access Badge to another individual.
4. If your Access Badge is lost or stolen, you must notify the Director of Technology immediately. A lost/stolen access badge compromises the security of the building.
5. There is a \$10.00 replacement cost for a new Access Badge.
6. The user understands that the District may limit access to facilities at unspecified times for construction, maintenance, cleaning, etc.
7. Badge must be returned when you are no longer employed with Fowlerville Community Schools.

I HAVE READ AND AGREE TO ABIDE BY THE CONTRACT TERMS.

→ Signature: _____ Date: _____

BUILDING(S)

- High School
- Junior High
- Kreeger
- Smith
- Munn
- Bus Garage
- Maintenance
- Central Office
- District

ACCESS LEVEL (S)

- Administrative Assistant
- Administrator
- Bus/Van Driver
- Mechanics
- District Director
- Teacher
- Central Office Admins
- Maintenance
- Technology

ACCESS LEVEL (S)

- PAC Director
- Custodian
- Teacher Assistant
- Food & Nutrition
- Food Service Manager
- LT Sub Teacher
- Lunch/Recess
- Para-Pro
- Director/Supervisor

ACCESS LEVEL (S)

- B/A school Care Pick-Up
- Director
- LESA Teacher
- LESA Teacher Asst.
- Recreation Director
- Recreation Asst. Dir.

OFFICE USE ONLY

Badge # _____
Date Issued _____
Date Returned _____

Supervisor Signature: _____

Date: _____ Access Disable Date: _____