

**KEY FOB ACCESS TO ADMINISTRATIVE COMPLEX
GUIDELINES FOR USE**

The key fob you are being issued will provide coded access when held up to the door readers. By your acceptance, you agree to adhere to all of the following regarding its use:

- You are the only one to use the fob given to you. The key fob is not to be used by anyone else under any circumstance for any reason.
- If you should happen to lose track of your fob, you are to immediately notify the Department of Safety & Security at one of the numbers listed below as soon as the fob is no longer in your possession. This includes misplacement and theft of the fob.
- The key fob has an assigned access level specific to you. This means that there are specified times when your fob will grant you access to the administrative complex.
- Key fobs may be obtained from the Leon County Schools **Fingerprint Office**, 2757 W. Pensacola Street (**Portable #1**) a minimum of **5 working days** after submitting your completed form. **Please call before coming 850-487-7293**
- You will be responsible for the \$10 administrative fee to replace your fob if it is lost or stolen.

To report lost or stolen fobs, contact:

**The District Security Center
Phone: (850) 922-5437
Fax: (850) 617-5992**

I have read and understand the above guidelines for use of my key fob for access to the administrative complex.

PRINT NAME

DATE

SIGN NAME

FOB # (First 5 digits on back of fob)

ACCESS LEVEL

ADMINISTRATOR NAME (printed)

ADMINISTRATOR'S SIGNATURE

**Please return to:
LEON COUNTY SCHOOLS
DEPARTMENT OF SAFETY AND SECURITY AND EMERGENCY MANAGEMENT**