

**KEY FOB and ALARM CODE ACCESS TO ADMINISTRATIVE COMPLEX
GUIDELINES FOR USE**

The **key fob and/or alarm code** 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 and/or alarm code given to you. The key fob and/or alarm code are not to be used by anyone else under any circumstance for any reason.

If you should happen to lose track of your fob and/or alarm code, you are to immediately notify the **District Security Center (DSC)** at one of the numbers listed below as soon as the fob and/or alarm code is no longer in your possession. This includes misplacement and theft of the fob.

The key fob and/or alarm code has an assigned access level specific to you. The fob has been programmed for specified times when it will grant you access to the administrative complex.

Key fob and/or alarm codes may be obtained from the Leon County Schools **Safety & Security: Office/DSC**, 3420 West Tharpe Street **(2nd floor)**. DSC staff will contact you when the fob is ready for pickup. **Please call before coming to the DSC 850-922-5437**

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**

Select the appropriate box for your request:

FOB: _____ Yes, _____ No
ALARM CODE _____ Yes, _____ No

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

PRINT NAME

DATE

SIGN NAME

FOB # (First 5 digits on the back of fob)

ACCESS LEVEL/School Name/Site

ADMINISTRATOR NAME/Title (printed)

ADMINISTRATOR'S SIGNATURE

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