THE SCHOOL DISTRICT OF ESCAMBIA COUNTY

Key Distribution Form

"Making a Positive Difference"

30 EAST TEXAR DRIVE
PENSACOLA, FL 32503
PH.850/469-5586, FAX 850/469-5548
http://www.escambia.k12.fl.us

Keith Leonard, Superintendent

TO: **Principal/Department Head** _____

FROM: **Shawn E. Dennis, Assistant Superintendent – Operations**

DATE: _____

RE: **Key Assignment Authorization**

The following employees have received a Falcon key(s) or an electronic access card, and have read and agree to the Access Key Control policy for facility security. All such keys are the property of the School District of Escambia County and must be surrendered to the District upon request. These keys are restricted and each key has been assigned an individual identification number.

Person Receiving Key (Please Print)	Job Title	Room Number	Key I.D.	Signature	Issue Date	Return Date

SED/shp

Affirmative action / equal opportunity employer

Attachment #1
05-04-d3