

**MANCOS SCHOOL DISTRICT RE-6
CLASSROOM/SCHOOL KEYS
REQUEST FORM**

Please fill in the first part of the form with your name, information, and keys requested.
You will not sign the form until you pick up the keys.

Please print name

School / Room Assignment / Position

Key number or identification (i.e. school entrance, classroom, performance center). Please list every key you will need.

I HAVE RECEIVED THE KEYS LISTED ABOVE. I AGREE TO KEEP THESE KEYS SAFE AND NOT LOAN THEM OUT TO ANYONE EXCEPT FOR EMPLOYEES OF MANCOS SCHOOL DISTRICT RE-6. I AGREE TO NOTIFY ADMINISTRATORS IF KEYS ARE LOST OR STOLEN. IN THE EVENT KEYS ARE LOST THROUGH NEGLIGENCE OR CARELESSNESS, I WILL BE RESPONSIBLE FOR THE COST OF REPLACING THEM.

IT IS ILLEGAL TO DUPLICATE KEYS!

Signature

Date

FOR OFFICE USE ONLY

Approved by: _____
Principal/Dean of Students

Approved by: _____
Superintendent

Key(s) picked up: _____ Distributed by: _____