



ASHTABULA AREA CITY SCHOOLS

6610 Sanborn Road • Ashtabula, Ohio 44004 • Phone: (440) 992-1200

Board of Education

Debra A. Barrickman • James K. Brady, Sr. • Steve J. Candela • William A. Niemi • Christine Seuffert

"Ipsa Scientia Potestas Est – Knowledge Itself Is Power"

www.aacs.net

REQUEST FOR KEY FOB

NAME: _____ BUILDING _____

REQUEST FOR: KEY FOB _____ REASON: LOST _____ NEW _____ OTHER _____

OTHER (PLEASE EXPLAIN) _____

=====

REQUEST FOR KEY(S)

LHS GRAND MASTER _____ BLDG MASTER _____ CLASSROOM # _____

LJHS GRAND MASTER _____ BLDG MASTER _____ CLASSROOM # _____

HURON GRAND MASTER _____ BLDG MASTER _____ CLASSROOM # _____

ONTARIO GRAND MASTER _____ BLDG MASTER _____ CLASSROOM # _____

MICHIGAN GRAND MASTER _____ BLDG MASTER _____ CLASSROOM # _____

ERIE GRAND MASTER _____ BLDG MASTER _____ CLASSROOM # _____

SUPERIOR GRAND MASTER _____ BLDG MASTER _____ CLASSROOM # _____

COMMENTS: _____

=====

ADMINISTRATOR

SIGNATURE: _____ DATE _____

DIRECTOR OF OPERATIONS

SIGNATURE: _____ DATE _____

REVISED: 9/1/2018

DATE KEY REQUEST SENT TO MAINTENANCE: _____

DATE/NAME KEY REQUEST FILLED BY MAINTENANCE: _____

REQUEST RETURNED TO BUSINESS OFFICE: _____

REQUEST RECEIVED IN BUSINESS OFFICE: _____