

Lost Key Report

If you believe you have lost your school district key(s), please fill out this form and return it to Richard Peebles, Exec Director of Security & Safety

Name _____ Date _____

Phone _____ School _____ Key # _____

What is the key for (specific door/building) _____

Did you have a "TILE" locator on it? Yes No

If yes, did you mark it as lost on your phone? Yes No

Where was the key lost or last seen _____

When was the key lost or last seen? _____

What identifying items (if any) were attached to the keys (lanyard, badge, keycard, etc)?

If the key had a keycard with it, was it deactivated? Yes No N/A

Who did you inform? _____ When? _____

Did you search for the key? Where? _____

Please explain in detail the circumstances of losing the key

I am certifying that this information is correct to the best of my knowledge. I am requesting a replacement key.

Employee Signature _____

Operations use only below this line

Richard Peebles, Security & Safety _____

_____ Date

Replacement Key Approved Denied

Brian Lamer, Operations _____

_____ Date