

# REQUEST FOR SECURITY CARD/PHOTO ID EXTERNAL PERSONNEL / NON-EMPLOYEES (Policy 3439)

I AM REQUESTING:

SECURITY CARD ☐ PHOTO ID ☐ ACCESS CHANGE ☐  
(Mark all that apply)

The Director of Safety & Security and building principal must review ALL NON-EMPLOYEE requests prior to activation of the security card/photo ID.

NAME: \_\_\_\_\_

REASON FOR REQUEST \_\_\_\_\_

ACCESS REQUESTED FOR \_\_\_\_\_ BUILDING (S)

HOURS OF ACCESS \_\_\_\_\_

START DATE \_\_\_\_\_ END DATE \_\_\_\_\_

REQUESTED BY \_\_\_\_\_  
(SUPERVISOR)

DATE OF REQUEST: \_\_\_\_\_

CONTRACTOR COMPANY: \_\_\_\_\_

CONTRACTOR SUPERVISOR: \_\_\_\_\_

CONTRACTOR SUPERVISOR PHONE: \_\_\_\_\_

BACKGROUND CHECK COMPLETED: YES NO DOES NOT APPLY

Approved \_\_\_\_\_ Denied \_\_\_\_\_

BY \_\_\_\_\_  
Building Principal

BY \_\_\_\_\_  
Director of Safety and Security

I acknowledge that I have received my building access card/photo ID issued by the PHM School Corporation. I understand that abuse of this card could result in a loss of access privileges. There will be a \$5.00 charge to reissue a card that has been lost or stolen. Cards must be returned upon completion of work.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Policy 3439:**

Non-PHM employees may be given access for specific times and activities. The building administrator and the Director of Safety and Security must approve requests for access. Access, if granted, will be terminated at the end of the activity.

**Policy 8121:**

To protect students and staff members, the Board requires an inquiry into the personal background of each employee of a contractor or sub-contractor who is likely to have direct, on-going contact with children within the scope of their employment