

PINE CREEK SCHOOL DIVISION

School: _____

EXTERNAL KEY DISTRIBUTION FORM

School Year: _____

(copy to be sent to Division Office with September & June month end report)

Reason: Lock Down Drill (L) or Regular Key Check (K) (circle one) ----->				(L) (K) (Other)	(L) (K) (Other)	(L) (K) (Other)	(L) (K) (Other)
Employee Name (alphabetical order)	Key Number	Employee Signature	MM/DD/YYYY _/_/____ ISSUED	MM/DD/YYYY _/_/____ CHECK	MM/DD/YYYY _/_/____ CHECK	MM/DD/YYYY _/_/____ CHECK	MM/DD/YYYY _/_/____ RETURNED

1							
2							
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9							
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12							
13							
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15							

NOTE: An external key will be issued to teachers only, and only when a teacher signs for the key.

All keys are to be collected by the building administrator at the end of the school year.

A LOST KEY IS TO BE REPORTED IMMEDIATELY TO THE MAINTENANCE SUPERVISOR

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16							
17							
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19							
20							
21							
22							
23							
24							
25							
26							
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31							

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