

**MT. PLEASANT PUBLIC SCHOOLS
BADGE/KEYCARD ACCESS UPDATES/CHANGES
AUTHORIZATION FORM**

Employee Name _____ Job Title _____
(as it appears on keycard)

BADGE ONLY (please circle if badge only)

Keycard updates/changes:

Add	Delete	
0	0	Fancher
0	0	Ganiard
0	0	Mission Creek
0	0	McGuire
0	0	Pullen
0	0	Rosebush
0	0	Vowles
0	0	Oasis
0	0	Kinney
0	0	Middle School
0	0	High School
0	0	Maintenance/Transportation
0	0	Other _____

Reason for New Card/Changes: _____

Approved by:

(Supervisor/Building Administrator Signature)

Date: _____

(Assistant Superintendent of Human Resources)

Date: _____

Human Resources Signature/ Card Completed

Date: _____

Please return this form to the Human Resources Office