# KEY FOB and ALARM CODE ACCESS TO LCS COMPLEXES GUIDELINES FOR USE

**The key fob or alarm code issued provides access when presented to the door readers. By accepting it, you agree to follow all usage guidelines.**

1. You are the sole authorized user of the given fob and alarm code. No one else is permitted to use these under any circumstances.
2. If you lose track of your fob or alarm code, you must immediately notify the District Security Center (DSC) using one of the contact numbers provided below. This applies to cases of misplacement as well as theft of the fob or code.
3. The key fob and alarm code have a specific access level assigned to you. The fob is programmed to grant you access to the LCS complexes during specified times.

Key fobs can be purchased from the Leon County Schools Purchasing Department. (Email Ernest Lane for more information.) Send this request form to Safety & Security for programming. The staff will notify you when your fob is programmed. The site principal must sign this form to authorize access and for an alarm code.

**For questions or to report lost or stolen fobs, contact: The District Security Center Phone: 922KIDS(5437)**

**Select the appropriate box for your request:**

**FOB: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Yes, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_No. VerKada Access to door? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ALARM CODE \_\_\_\_\_\_\_\_\_\_\_\_\_\_Yes, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_No. Verkada Alarm \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# I have read and understand the above guidelines for the use of my key fob and/or alarm code for access to the administrative complex.

## PRINT NAME DATE

**SIGN NAME FOB # (5 digits on the back of fob)**

**ACCESS LEVEL: School Name/Site/building ADMINISTRATOR NAME/Title (printed)**

## ADMINISTRATOR’S SIGNATURE

**Please return to: Yaite Arthmann at** [**Yaite.arthmann@leonschools.net**](mailto:Yaite.arthmann@leonschools.net)

**LEON COUNTY SCHOOLS**

## DEPARTMENT OF SAFETY AND SECURITY AND EMERGENCY MANAGEMENT

KEY FOB ADMINISTRATIVE ACCESS FORM | REVISED September 2025