



Montgomery County  
Public Schools

**Access Card Request**

This form is to be completed by a supervisor or administrator that is requesting employee access to a building in which the employee is not assigned.

From: \_\_\_\_\_  
(Administrator making the request)

Request Access for :

_____ (Name of Employee)	_____ (Current position i.e. teacher, aide, etc.)	_____ (Badge Number)
_____ (Name of Employee)	_____ (Current position i.e. teacher, aide, etc.)	_____ (Badge Number)
_____ (Name of Employee)	_____ (Current position i.e. teacher, aide, etc.)	_____ (Badge Number)
_____ (Name of Employee)	_____ (Current position i.e. teacher, aide, etc.)	_____ (Badge Number)

School or Location that employee is requesting access: \_\_\_\_\_

Date : \_\_\_\_\_ Approved by: \_\_\_\_\_  
Name Position

\_\_\_\_\_  
Signature of Administrator

Forward to: Anita Sutton at Facilities Department

Date completed by Facilities: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_