

To: Liberty Ranch High School Staff

Re: Alamo Alarm System

If you require access to any area of the school during non-school hours you will need a User Code and a Pass Code. The User Code is a 4-digit number used to arm and disarm the system for the area you require access to. The Pass Code is any name or number combination of both, up to 15 digits in length. Many systems use mother's maiden name, a pets name or a combination name/number that is easy to remember. The Pass Code is used to identify you as an authorized user of the system should you need to call Alamo Alarm for any reason. However, if you should trip the system by mistake, call Alamo to advise that all is okay, 369-7749. They will request the Pass Code to clear the alarm activation. The phone number for Alamo will be located next to the keypad. If you do not have a Pass Code, the authorities will be notified.

If you require access to several areas, please indicate which ones by placing your initials. For example, your classroom is 401, you would need access to the 400 wing, and the Administration Office – for staff lounge, mail room, copy room, rest rooms, library, computer lab, etc.

- \_\_\_\_\_ 100 Administration & District Office
  - \_\_\_\_\_ 200 Gym
  - \_\_\_\_\_ 300 Auditorium/Cafeteria/Classrooms
  - \_\_\_\_\_ 400 Classrooms
  - \_\_\_\_\_ 500 Classrooms
  - \_\_\_\_\_ 600 Classrooms
  - \_\_\_\_\_ 700 Agriculture
  - \_\_\_\_\_ 800 Classrooms
  - \_\_\_\_\_ 900 Science
  - \_\_\_\_\_ 1000 Art & Ceramics
  - \_\_\_\_\_ 1300 Future Textbook Room
- 

Please initial next to the building you need access to, fill in bottom and return to Principal's office for approval. This may take 7 – 10 days to process. Thank you.

Print Name: \_\_\_\_\_ Signature \_\_\_\_\_

User Code \_\_\_\_\_ Pass Code \_\_\_\_\_ (up to 15 digits alpha or numeric)

Principal's or Asst. Principal's signature \_\_\_\_\_ Date: \_\_\_\_\_