

AUTHORIZATION TO ACCESS SITE DURING NON-SCHOOL HOURS

Complete this form in advance of site use. Fax completed form to Los Angeles School Police Department at (213) 742-0221.

School/Site: _____ DATE: _____

Name	Position	Emp. No.	Date	Hours	Bldg./Area

Purpose of access: _____

If an employee will be supervising a group of employees or students, please note under purpose of access. The supervising employee shall have a copy of this authorization in their possession and shall not leave personnel or students unsupervised on site.

The above employee is authorized and trained on how to operate the alarm panel.

Authorization approved by:

Principal/Site Administrator

Emergency Contact # for Principal/Site Admin