HERTFORD COUNTY PUBLIC SCHOOLS
REQUEST FOR SECURITY ACCESS

Please complete the information below to request security access. Submit the completed form to Dannie Williams, Human Resources/Auxiliary Services Director.

Location of Request:

_____ Ahoskie Elementary _____ Bearfield Primary _____ CS Brown & STEM
_____ Central Office _____ Hertford County High _____ Hertford County Middle
_____ Riverview Elementary

Name of Employee For Whom You Are Requesting Access:
_____

Title/Position: _____

Reason for the Request:_____
_____
_____

Person Making This Request:

_____ _____
Principal/Supervisor **Date**

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This section to be completed by the Human Resources/Auxiliary Services Director.

_____ Approved as checked below **_____ Denied**

_____ Ahoskie Elementary _____ Bearfield Primary _____ CS Brown & STEM
_____ Hertford County High _____ Hertford County Middle _____ Riverview Elementary

_____ Central Office Complex
_____ Administrative Building _____ Annex _____ Bus Garage
_____ Maintenance _____ Storage Trailers _____ Transportation

_____ All Locations

_____ _____
Signature of Human Resources/Auxiliary Services Dir. **Date**

Once the Human Resources/Auxiliary Services Director has signed this form, please forward to Linda Eure who will continue the application process.