

**SWAIN COUNTY SCHOOLS
RECORD OF MASTER KEYS/ OTHER KEYS ISSUED**

Employee Name _____ Employee's Primary Location _____

The following keys have been issued to the above named employee:

Great Grand Master Key (replacement cost \$150)

Master Key (replacement cost \$50)

Other- describe (replacement cost \$5)

Replacement Key: Explain why replacement is needed

I agree that I am responsible for the replacement charge, as noted above, if the key is lost or not returned.
I acknowledge that this key has been assigned to me and that I am responsible for its use. I will not loan this to any other person.

Employee Signature _____ Date _____

Principal Signature _____ Date _____

Safe Schools Coordinator _____ Date _____

***Send copy of this form to the Central Office- Attention Human Resources
It is the principal's responsibility to collect keys when the employee leaves or transfers.