

**MIDDLETON SCHOOL DISTRICT #134  
POLICY AND PROCEDURE MANUAL  
SECTION 9000 – School Facilities**

**LOST KEY FORM.....PROCEDURE 9004-P2**

To Be Completed by Employee

Name: \_\_\_\_\_ Building: \_\_\_\_\_ Year: \_\_\_\_\_

List below each lost key, belonging to any door/gate of the Middleton School District facilities:

	Key # or Identification	FOR: Building	Room/Door	Date Key Lost	Fee Paid	Date Replacement Key Ordered	Date Replacement Key Given to Employee
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

\_\_\_\_\_  
Employee Signature\* [Approved ordering of new key(s)]

\_\_\_\_\_  
Date

\*Per the original Key Inventory agreement (signed by the employee) a \$25 fee for each lost key (in the form of a personal check) and this form should be returned to the District Office immediately. A replacement key may not be issued until the District Office has received the lost key fee.

***The Building Principal/Supervisor and the District Office should be notified of all lost keys within 24 hours.***

Copies: Employee  
Building Principal/Supervisor  
District Office  
Maintenance Director