



## CARD ACCESS REQUEST FORM MOP-F008

Submit completed and approved form to electronics department: [Electronics@scusd.edu](mailto:Electronics@scusd.edu). Please have employee bring completed and approved form to Serna Center during normal badging hours to receive their badge: Fridays 9AM - 10AM.

### Employee Information

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Department: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number / Extension: \_\_\_\_\_

Location / Site: \_\_\_\_\_ Direct Supervisor: \_\_\_\_\_

(The following sections must be completed by supervisor)

### Access Level and Hours

Setup access & times the same as the following existing employee: \_\_\_\_\_

Normal Work Days/Hours: \_\_\_\_\_

Extended access requires approval. Please specify times and days of week that are outside of normal work days/hours: \_\_\_\_\_

### Access to Other Sites

All badges will be issued with access to daily work location. Please specify if access to additional locations are needed. Please be specific on the areas of access:

\_\_\_\_\_  
\_\_\_\_\_

### Reason for Request (choose one)

New Hire [  ]      Lost / Stolen / Damaged [  ]      Information Change [  ]

Access Level / Hours Modification [  ] : \_\_\_\_\_

### Department Head Approval

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date