



Los Angeles Unified School District Headquarters
Office of the Building
BADGE ACCESS ADD/ CHANGE FORM

REQUESTOR INFORMATION: (please print)

Employee/Contractor Name:	Employee/Contractor #:
Email:	Desk/Office Phone:
Class Code:	Position Title:
Location Code:	LAUSD Contracted Employee? (Yes/No)
Work Location – Floor #:	Work Location – Cubicle/Office #:
Division/ Branch:	Completed Required Online Fire/Life Safety Training? (Yes/No)
Parking Already Provided? (Yes/No)	If no, are you requesting parking now? (Yes/No)
Physically Challenged? (Yes/No) DMV Plaque/Plate #	Provided Office of the Building required copy of DMV paperwork? (Yes/No)

Type of Request (check one):

☐ **Change Access** ☐ **Additional Access** ☐ **Add a Reader** ☐ **Other:** _____

Times (check one):

☐ 4:30 a.m. to 6:30 p.m. ☐ 4:30 a.m. to 9:00 p.m. ☐ 24 hours/7 days
☐ 5:30 a.m. to 6:30 p.m. ☐ 5:30 a.m. to 9:00 p.m. ☐ Other: _____

Days (check one):

☐ Monday thru Friday ☐ Monday thru Saturday ☐ Monday thru Sunday

Describe Requested Access and Reason:

**NOTE: Request to access secured floors in the building will require Senior Executive Staff Approval.
24th Floor requests require a separate form.**

Employee/Contractor Signature:

X_____ Date: _____

Senior Leadership Division Head Approval:

X_____ Date: _____

Printed Name: _____ Phone: _____

Please submit form to the Office of the Building (Email: OfficeoftheBuilding@lausd.net)