

# Lost Keys

## ES\_SS\_CS\_45

Responsible Officer  
Kathy Cutrell  
Responsible Office  
Student Services  
Approving Body  
Board of Trustees  
Approval Date  
2018-05  
Last Revision  
2018-05  
Re-evaluation Date  
2020  
Departmental Impact  
Student Services

### Policy Statement

Students are expected to keep their room keys and proximity cards for the duration of the school year.

### Policy Procedures

Student Services will provide replacement keys and proximity cards at a charge of \$25 per key.