

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.