



50 Bailey Avenue  
Plattsburgh, NY 12901  
PH: 518.563.2410  
FX: 518.566.7663  
[www.plattsbsd.org](http://www.plattsbsd.org)

NancyJean Osborn,  
Principal

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## Key Request Form

Name (Print): \_\_\_\_\_

Position: \_\_\_\_\_

Building of Request: \_\_\_\_\_

Room (s) Key Requested For:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

\_\_\_\_\_  
Requestor's Signature

\_\_\_\_\_  
Date

Approved

Not Approved

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

Forwarded to Buildings & Grounds on: \_\_\_\_\_  
Date Initials