



ADDITIONAL KEY FOB REQUEST

Only the primary account holder may request the issuance of additional FOBs for people in their authorized list of pick-ups.

Please, complete this form and return it to the Assistant Director. The new FOBs will be coded and distributed in within one week.



Full Name of student(s): _____

Classroom / Teacher: _____

FOBs needed:

- \$20 per device + \$20 deposit per device = \$40 per key fob.

Fob User First Name	Last Name	Reason
		Additional / Replacement
		Additional / Replacement
		Additional / Replacement
		Additional / Replacement

Total number of FOBs: _____ x \$40 = _____

I understand that to ensure and promote a secure campus environment, all persons issued FOBs shall at all times be held responsible and accountable for their FOBs and shall not transfer or loan them to another individual.

All FOBs must be returned to Crossing Borders upon withdrawal from the school. The deposit will be refunded by check to the address on file within 2 weeks of receiving all FOBs issued to the family.

Please do not let people in if you do not know them. If someone you do not know tries to enter the door behind you (this is called "drafting"), and you feel unsafe, please let the front desk know right away.

If your FOB is lost, please report it immediately to Crossing Borders so it can be deactivated. You may request a replacement by paying the fee for an additional plus deposit – the deposit for the lost device will not be refunded.

Please charge my account on file.

Parent Signature: _____ Date: _____