



# **ALEDO ISD ADMINISTRATIVE REGULATION**

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**Board Policy:** NA

**Administrative Approval Date:** August 8, 2011

**Effective Start Date:** August 15, 2011

## **TOPIC: Process for Access Control Requests after Hours, Weekends, Summer or Holidays**

The following process will be used to allow afterhours access for any employee or group:

1. The person or group sponsor needing building access outside of regular access time will present requests in this manner:
  - **FIRST:** Submitted in writing by email to building principal or facility supervisor.
  - **SECOND:** Must include the exact date, times, person(s) given access, and doors to be used.
2. If request for access is approved by the principal, it is then forwarded by email to the district's CFO or designee for district level approval. Dates, times, people and doors to be accessed must be included.
3. If approved by CFO or designee at district level, it is then forwarded to the district's technology director to set up the access event.
4. When access has been set up for the event, the technology department is responsible to send an email to the building principal, the staff member(s) making the request, and the CFO or designee to confirm the request.
5. Seasonal access requests such as summer school programs should be made no later than 5 school days before the first day of the event.

**Please note that this process is not necessary for a campus event such as athletics, band concerts, or other school-sponsored events.**