

Instructions for Submitting Security Alarm Codes

Please submit the [Security Alarm Code](#) form within the first week of the new school year. The form will then be submitted to the alarm company who will make the changes. It is very important that each person has their own security codes for your campus. No sharing of one code will be allowed. Campuses will vary on whom will have access to their campus. Facilities and Maintenance understands that, but for security purposes it is very important that everyone who is issued a code be listed including kitchen personnel.

If at any time of school year there are changes in personnel, the Security Alarm Code form must be submitted to Facilities and Maintenance.

We have listed an example for you on the form itself. For further questions you might have, this is the explanation:

AREA of Access

Some employees might need only access to certain parts of the building.

1. Principal-Access Entire Campus
2. Kitchen Employee-Only Kitchen
3. Coaches-Only Gyms

Add/Remove/Same

1. Add-New employee
2. Remove-Employee that is no longer at your campus.
3. Same-Employee that remained at your campus from last year.

Forms should be emailed to Debra Martin at dmmartin@swisd.net or if you have any questions, please feel free to call.

