

Submit completed and approved form to electronics department: [Electronics@scusd.edu](mailto:Electronics@scusd.edu). Please have employee bring completed and approved form to Serna Center during normal badging hours to

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Department: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number / Extension: \_\_\_\_\_

Location / Site: \_\_\_\_\_ Direct Supervisor: \_\_\_\_\_

Setup access & times the same as the following existing employee: \_\_\_\_\_

Normal Work Days/Hours: \_\_\_\_\_

Extended access requires approval. Please specify times and days of week that are outside of normal work days/hours: \_\_\_\_\_

All badges will be issued with access to daily work location. Please specify if access to additional locations are needed. Please be specific on the areas of access:

\_\_\_\_\_  
\_\_\_\_\_

New Hire [  ]      Lost / Stolen / Damaged [  ]      Information Change [  ]

Access Level / Hours Modification [  ] : \_\_\_\_\_

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date