



**Los Angeles Unified School District Headquarters  
Office of the Building  
Badge Request (NEW) - LAUSD Non-Central Office Based Employees**

**REQUESTOR INFORMATION:** (please print)

|   |   |
|---|---|
| Employee Name:  | Employee #:   |
| Email:  | Desk/Office Phone:  |
| Class Code:   | Position Title:   |
| Work Location – Floor #:                                      | Work Address:   |
| Division/ Branch:   | Location Code:  |
| Completed Required Online Fire/Life Safety Training? (Yes/No) | <b>6 digit confirmation #:</b><br>Go to: <a href="http://lausd.bssnet.com">http://lausd.bssnet.com</a> to complete online Fire Life Safety Video and Quiz |

**Funding: A \$10 fee will be charged for each card issued. Please provide funding information below:**

| GL ACCT | COST CTR | FUND | FUND AREA |
|---------|----------|------|-----------|
|         |          |      |           |

- I understand that I may access available LAUSD Administrative Headquarter areas during regular business hours, Monday through Friday, 6:00 a.m. to 6:00 p.m., except holidays. After-hours access requires advance registration and approval.
- I agree to abide by the rules and regulations of the Los Angeles Unified School District, including access policies and procedures for non-Central office based employees.

Employee Signature:

X \_\_\_\_\_ Date: \_\_\_\_\_

Senior Leadership Division Head Approval::

X \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Central Office Location: Office #: \_\_\_\_\_ Floor #: \_\_\_\_\_

**Please submit form to the Office of the Building (Email: [OfficeoftheBuilding@lausd.net](mailto:OfficeoftheBuilding@lausd.net))**

| Processing Completion & Card Information For Internal Use Only: |                                       |
|---|---------------------------------------|
| AMAG Key Card #:  | JPEG #:                               |
| 180-Day Expiration Date:  | Customer Service Rep Initials & Date: |