

SoE KEY AND ACCESS REQUEST FORM

This form must be completed by the employee's supervisor and emailed to the appropriate SoE Local Access Controller (see page 2 for LAC list). Please allow one week for processing once received by the LAC.

Please review the SoE Access Control Policy before submitting this request:
<http://businessoffice.education.wisc.edu/bo/building-services/access-control-policy>

Master level key requests must be signed and approved by Department Chairs or Unit Directors using the SoE Master Key Request Form found here: <http://businessoffice.education.wisc.edu/bo/building-services/key-and-access-request-forms>

EMPLOYEE INFORMATION

Name: Title:
 Dept/Unit: Email:
 Appointment Type: Faculty/Staff PA TA LTE Student Hourly Zero Dollar
 UW ID Number (10 digits)

EMPLOYMENT DATES (mm/dd/yyyy)

Check here if this is for an existing employee, and skip to the next section.

Start Date: Start Date is the official date the employee is on payroll as listed in his/her letter of offer; and as submitted on the JEMS Hire Form for classified staff; or as entered electronically in JEMS Hire.
 End Date:

SUPERVISOR INFORMATION

Name: Email:

KEY AND ACCESS REQUEST

Please list the building(s) and room(s) this employee will need access to the SoE Local Access Key Controller will order and issue the lowest level key(s) and/or card access required.

BUILDING	ROOM/AREA	JUSTIFICATION

Notes:

SUPERVISOR'S SIGNATURE: _____ **DATE:** _____

<i>SoE LAC Use Only</i>	Processed by: <input type="text"/>
Approved Keys:	<input type="text"/>
Approved Areas:	<input type="text"/>
Notification sent to supervisor and employee	

SoE Local Access Controllers (LACs)

LAC (Alternate)	Areas
Education Building	
José Escobar (Lindsey Honeyager)	All spaces and all departments/units in the building
Lathrop	
Al Leggett (Sally Roedl)	All spaces and all departments/units in the building
Educational Sciences	
Brandon Schmidt (Becki Kohl)	WCER spaces
Ben Fortney (Jim Wollack)	Testing and Evaluation spaces
Stephanie Graham / Kristy Kelly	Counseling Psych / School Psych Clinic Spaces
Steve Potter (Heidi Udelhoven)	Ed Psych spaces
Teacher Education Building	
Erin Lewerenz (Lisa Sigurslid)	C&I and EOP spaces in Teacher Ed
Lori Zradicka (Anna Lewis)	MERIT spaces in Teacher Ed
Megan Schleisman (K.T. Horning)	CCBC spaces in Teacher Ed
Humanities	
Josh Wampole (Tim O'Neill)	Art spaces in Humanities
Art Lofts	
Josh Wampole (Tim O'Neill)	Art spaces in Art Lofts
Gym-Nat	
Lorenzo Contreras (Greg Dierks)	Kinesiology spaces in Gym-Nat
MSC/Bardeen	
Steve Wright (Lorenzo Contreras)	Kinesiology (OT, Anatomy Lab, Physiology)
Red Gym	
Dean Ladwig (Lisa Chambers)	Morgridge Center spaces in Red Gym
Vilas Hall	
Robin Fisher (Terri Bonner)	Theatre and Drama spaces in Vilas