

## SoE MASTER 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.

**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:** \_\_\_\_\_

**DEPT CHAIR'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

*SoE LAC Use Only*    Processed by:

Approved Keys:

Approved Areas:

Notification sent to supervisor and employee

## SoE Local Access Controllers (LACs)

LAC (Alternate)	Areas
<b>Education Building</b>	
José Escobar (Lindsey Honeyager)	All spaces and all departments/units in the building
<b>Lathrop</b>	
Al Leggett (Sally Roedl)	All spaces and all departments/units in the building
<b>Educational Sciences</b>	
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
<b>Teacher Education Building</b>	
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
<b>Humanities</b>	
Josh Wampole (Tim O'Neill)	Art spaces in Humanities
<b>Art Lofts</b>	
Josh Wampole (Tim O'Neill)	Art spaces in Art Lofts
<b>Gym-Nat</b>	
Lorenzo Contreras (Greg Dierks)	Kinesiology spaces in Gym-Nat
<b>MSC/Bardeen</b>	
Steve Wright (Lorenzo Contreras)	Kinesiology (OT, Anatomy Lab, Physiology)
<b>Red Gym</b>	
Dean Ladwig (Lisa Chambers)	Morgridge Center spaces in Red Gym
<b>Vilas Hall</b>	
Robin Fisher (Terri Bonner)	Theatre and Drama spaces in Vilas