

Keycard Procedure & Information

(Requested by Building Principals or Athletic Directors)

The Keycard Request form can be found in the Forms Catalog under– Building Management on the Business Office website:

[District Keys/Card Receipt and Agreement form](#)

The requestor (with request form in hand or faxed over before) will come to Spitler for:

Picture and Keycard from Nicole Morrow

- Please call before coming in 348-2354.
- Spitler Building hours are 8:00am-4:30pm
- Nicole's lunch is between 11:00am – 12:00pm most days

To deactivate keycard, e-mail Nicole Morrow
morrow.nm.y@petoskeyschools.org (examples):

Lost / Stolen / Damaged
Student Teacher
Summer Break Entry
Fired / Resigned

Return unused keycards to Spitler

To change a keycard or door, e-mail Nicole Morrow
morrow.nm.y@petoskeyschools.org (examples):

Door Schedule
Keycard Entry Time (I do not need the keycard to change time or building)

To get an activity report, e-mail Nicole Morrow
morrow.nm.y@petoskeyschools.org (examples):

Building Doors
Keycards