



# Newfane Central School

George Noon, Operations & Maintenance Department

6273 Charlotteville Road, Newfane, NY 14108

716-778-6586

Fax: 716-778-6588

## SWIPE CARD FORM

Directions: The building principal should fill out swipe card form completely and instruct employee to call Central Services at 778-6586 and schedule an appointment to have their picture taken between the hours of 8:00 a.m. to 3:00 p.m. Replacements for lost swipe cards may incur a fee.

Employee: Please bring completed form with you, keeping the bottom portion as your swipe card instructions.

Status: NEW \_\_\_\_\_ LOST \_\_\_\_\_ DAMAGED/WORN \_\_\_\_\_  
(card must be turned in with form)

Building: \_\_\_\_\_ Doors: \_\_\_\_\_

Position: \_\_\_\_\_ Employee: \_\_\_\_\_  
(i.e., Teacher, Coach, IA) (Print)

Principal: \_\_\_\_\_ Employee: \_\_\_\_\_  
(Signature) (Signature)



You have been issued a swipe card for the Newfane Central School District. You simply swipe your card on the door card reader, wait for the light to turn green and you hear the unlocking click.

Remember, as a security issue, that this is a key to the building. If lost or stolen, please report this to the Director of Facilities immediately so the card can be disabled. Also, the card contains magnetic wire code strips, so please do not punch any holes in the card. There may be a fee associated with a replacement card.

Remember, your card will only work on the doors and times designated by your building principal.