

(Print one form per family)

## Security Card Reactivation or Card Request Form / 2018-2019

- **One Form per family to be turned in on Parent Night.** Northbrook Preschool has a security system that prevents access during the school hours to anyone without a security card.
- It is expected that each enrolled family has a card(s) AND that the card is used every time you need to enter the buildings.
- During the summer months, the card is kept by the parents and the card is deactivated. When the school year begins, the cards will be reactivated only when requested.
- With this form, you will be doing one of 3 things: (1) requesting ONE (1) card if you are a new family (*no charge*), (2) requesting an additional or replacement card, (3) requesting that your existing card(s) be reactivated.
- **Please return this form on Parent Night** so that your card(s) can be given to you or reactivated by Gradual Entry days.
- If your card has been lost and you are requesting a replacement card **or** if you are requesting an additional card, you will be charged a fee of \$10

Parents' Names \_\_\_\_\_

Child / Teacher \_\_\_\_\_ Child / Teacher \_\_\_\_\_

Child / Teacher \_\_\_\_\_ Child / Teacher \_\_\_\_\_

- I am requesting *one (1) card* for the first time (NEW FAMILY) **no fee**
- I am requesting an additional card. My payment of \$10 is attached.
- I LOST my card(s) and I am requesting a replacement card(s)  
My payment of \$10 is attached.
- I am requesting a reactivation of my existing card. The number(s) on the right hand corner of the card(s) is/are

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**\* WE CANNOT REACTIVATE WITHOUT THIS NUMBER**