

**Ridder Park Secondary Door Access Request Form**

Having completed the Ridder Park Safety & Security Protocol Webinar, I understand and acknowledge the guidelines and protocols pertaining to safety and security at the Ridder Park campus.

By completing this acknowledgment form my SCCOE issued access card will be updated to include entrance through the secondary doors.

Secondary doors include the following:

- Brokaw Road Door
- General Services Door
- Parking Garage Gate Door

I will continue to have access to the:

- Main Lobby Door.

I understand, if I am observed not following the safety and security protocols as described in the webinar, my access to the secondary doors may be revoked.

By signing this form, I understand and agree to abide by the Ridder Park safety and security protocols.

Your first and last name:

Employee ID number;

Your SCCOE email address:

Your division:

Signature:

Date:

**Click here to email completed form to:**

[mvallez@sccoe.org](mailto:mvallez@sccoe.org)