

Key Assignment Procedures

Keys will be checked out to staff members by Julie or Admin. All keys that belong to VUSD, or open VUSD locks or doors will be listed on the key check out form. This includes keys for locks, gates, desks and cabinets. Each staff member will sign a check out form when keys are issued to them.

Please do not make copies of any keys. If more copies of any key are needed, you can make a request with Julie.

All keys issued to staff members will be turned in to Julie or Admin on the staff member's last day of work at the end of the school year.