

CUBA INDEPENDENT SCHOOL DISTRICT

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Cuba Independent School District
Access Card Release Form

Recipient Name: \_\_\_\_\_

Position: \_\_\_\_\_

Employer: \_\_\_\_\_

Key #: \_\_\_\_\_

Explanation of need for access card: \_\_\_\_\_

By signing this form, I accept responsibility for the use of this card; these responsibilities include:

- Keep the card safe from loss or theft.
• Lost or stolen access cards are a security threat. Report the status of the card as soon as possible, if the card is ever lost or stolen.
• Only use the card for authorized access related to my job responsibilities. \*Please note that all card access of buildings is electronically logged.
• Do not lend your card to others.
• Replacement cards will require a \$10 replacement fee.

Access Card

Recipient: \_\_\_\_\_

Printed Name Signature Date

Requesting

Administrator: \_\_\_\_\_

Printed Name Signature Date

Card Issuing

Staff Member: \_\_\_\_\_

Printed Name Signature Date

Superintendent: \_\_\_\_\_

Printed Name Signature Date

PO Box 70, #50 County Rd 13, Cuba, NM 87013, Phone: 575-289-3211, Fax: 575 289-3314

Cuba Independent School District does not discriminate on the basis of race, religion, color, national origin or ancestry, sex, gender identity, sexual orientation, age, marital or veteran status or disability in any educational programs, activities or employment. Cuba Independent School District also prohibits the use of racial, ethnic, and/or sexual slurs, including sexual harassment. If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in a school meeting or hearing, or if you wish to receive assistance or information regarding student grievances, language translations of District policy, Section 504 or Title IX, please contact the Superintendent's Office at least one week prior to the meeting or as soon as possible. The district Title IX Officer, Rhiannon Chavez may be contacted at the address or phone number listed above or at rchavez@cuba.k12.nm.us. For concerns at the school level, contact Shirley Hurford, Elementary - Ext. 403 or shurford@cuba.k12.nm.us, Shirley Hurford, Middle School - Ext. 302 or shurford@cuba.k12.nm.us, or Arsenio Jacquez, High School - Ext. 202 or ajacquez@cuba.k12.nm.us Revised 12/18/17