



**LOS ANGELES UNIFIED SCHOOL DISTRICT  
POLICY BULLETIN**

Attachment A

DATE: \_\_\_\_\_

**AUTHORIZATION TO ACCESS SITE DURING NON-BUSINESS HOURS**

School/Site LACES - 8741

NAME	POSITION	EMP. NO	DATE	HRS	BLDG AREA

Purpose of access: \_\_\_\_\_

If an employee will be supervising a group of employees or students, please note under purpose of access. The supervising employee shall have a copy of this authorization in their possession and shall not leave personnel or students unsupervised on site.

Authorization approved by:

\_\_\_\_\_  
Principal/Site Administrator





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