



North East Independent School District

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Office of the Director
of Facility
Maintenance and
Support

PROX TAG REQUEST FORM

DATE OF REQUEST _____

STUDENT ID # _____

EMPLOYEE # _____

NAME _____

CAMPUS _____

TITLE _____

DOORS ACCESS

EXPIRATION DATE _____ PERMANENT

SPECIFIC DOORS INCLUDE (REQUIRED) _____

Principal/Executive Director Signature _____

Principal/Executive Director Printed Name _____

ELEVATOR ACCESS ONLY

INJURY

PERMANENT DISABILITY

EXPIRATION DATE _____ (MAX 1 YEAR, ENDING LAST DAY OF SCHOOL)

(EMAIL REQUIRED PER EXTENSION/RENEWAL REQUIRED)

Director/Supervisor Signature _____

Printed Name _____

The Micro Prox tag is your key to accessing exterior and interior security doors or elevators in the North East Independent School District. This tag will act as your key to enter areas authorized by your administrator. The Micro Prox tag should be attached to the back of the NEISD identification badge in the circle. Ensure that no part of the bar-coded section of your identification card is covered. Removal of the tag from the identification card will destroy the tag. Please report any lost or stolen tags to the Maintenance Department immediately at 657-8793.

PROX TAG REQUESTS

General information:

1. The principal/executive director determines who has access to specific areas at each site.
2. Notify Lisa McGlinn, 657-8793, IMMEDIATELY when a prox tag is lost or stolen.
3. Removing the tag from the badge to which it is attached will damage the tag making it inoperable.
4. Access is intended only for the person to whom the tag is issued. Never lend/share your badge. Abuse will result in deactivation of the tag.

Door access for a district employee:

1. Submit a work order (for Locks). In the description, indicate how many tags are needed and to whom they will be issued. Multiple tags may be requested on a single work order.
2. Fill out a separate Prox Tag Request Form (available on the district's intranet page under "FORM") for each tag indicating the areas to be accessed. This form MUST be signed by the principal or executive director. Please indicate the work order number on the form. Send the completed form(s) to Lisa McGlinn in the Maintenance Department.
3. Prox tags will be sent to you via PONY, attached to a separate form for each tag. Return the attached form, signed by the employee who will use the tag indicating that he/she has received the tag, to Lisa McGlinn. When Lisa receives this confirmation that the tag is in the employee's possession, the tag will be activated.

Elevator access:

1. Establishing Initial Supply - Tags for elevator access are issued to each campus/department at their expense in the quantities they determine best meet their needs. The campus/department should designate a person (administrative assistant, bookkeeper, etc.) who will be responsible for ordering, issuing, and collecting the access badges. The responsible person at each site should:
 - a. Submit a work order (for Locks). In the description, indicate how many tags are needed and the account code that will be charged. [The current (January, 2012) cost of a Prox tag is \$2.65 each.]
 - b. Send the appropriate number of uniquely numbered campus badges to which the tags will be attached to Lisa McGlinn in the Maintenance department. The tags will be attached to the badges and returned to the campus along with a receipt form. Return the signed form to Lisa and the tags will be activated.
2. Issuing tags/badges – The designated person at each site is responsible for issuing and collecting badges for staff and students as necessary. We strongly recommend that a log be maintained indicating the badge number, the name of the person to whom a badge is issued, the date and time of issue and the expected return date. When the badge is returned, enter the date and time in the log. The badge is now ready for reissue. **At all times, it is the responsibility of campus/department to know who has each badge/tag.**

Replacing/Deactivating Tags:

Notify Lisa McGlinn, 657-8793, IMMEDIATELY when a prox tag is lost or stolen. The procedure for replacement prox tags is the same as getting the initial tag. When a tag is no longer needed (resignation, reassignment, termination, etc.), notify Lisa immediately by email at lmcgli@neisd.net and the tag will be deactivated. It is not necessary to return the tag.