

## Request for Student Employees Key(s)

Please send an email or written note with the following information

<b>Date of Request</b>	
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<b>Faculty Approver</b>	
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<b>Student Name</b>	
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<b>Student KUID#</b>	
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<b>List All Doors Separately</b>	
<b>Room #</b>	<b>Name of Lab/office</b>

### **Notes (reason/length of time if needed)**


Complete forms are sent to Karen Christilles, [klchristilles@ku.edu](mailto:klchristilles@ku.edu)