

**REQUEST TO BE PLACED ON THE BOARD AGENDA**

Name (print): \_\_\_\_\_

Telephone number: \_\_\_\_\_

Address: \_\_\_\_\_

Reason for the request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Remedy seeking (if applicable): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of meeting for which request is being made: \_\_\_\_\_

Will there be anyone speaking in addition to the name above? \_\_\_\_\_

Approximately how long will your address to the board take? \_\_\_\_\_

To be placed on the school board agenda, the request must be scheduled in advance with the board secretary by the Thursday preceding the regular Monday board meeting. Proper channels must have been followed to remedy the concern before being placed on the board agenda. If your concern is about a particular school, staff member, and/or child you will be asked to speak to the board in Executive Session, which follows the regular board meeting. The final decision to be placed on the board agenda will be made by the Superintendent.

Questions concerning this request should be directed to the Superintendent, Monday through Friday, 8:00 a.m. and 4:00 p.m. at 633-2143.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date