

**Request to Place an Item on the Agenda**

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

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

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

Name of school children attend, if applicable: \_\_\_\_\_

Group represented: \_\_\_\_\_

**Check** if request was submitted to:       Superintendent       Board Chairperson

Conferred with following administrators (names): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Description of Issue: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Specific Action Requested: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Check** if you are:       Board Member       District Employee       Community Member

All requests for items to be placed on the agenda must be submitted to the Superintendent by the Wednesday preceding the Board meeting. Items submitted shall require prior approval of the Superintendent.

Review/Revised:8/16/11