To: Persons Wishing to Appear Before the Roanoke Rapids Board of Trustees

The Roanoke Rapids Graded School District Board of Trustees holds its regular meeting at 6:00 p.m. on the third Tuesday of each month in the Administrative Office Conference Room at 536 Hamilton Street, unless another date and hour are set by the board.

Petitioners may appear before the Board of Education only if formal request is made. This request must be made by noon on the Thursday preceding the regular Tuesday board meeting date.

REQUEST TO APPEAR BEFORE THE BOARD OF EDUCATION

Name and address of each person who is to speak:

Name, address, and telephone number of the person who is to be notified of approval or disapproval to appear before the board:

Number of people, if a delegation, in addition to the speakers, to attend: ______________

Concise statement describing the nature of the business to be brought up to the board:

(Use back if necessary)

Approval for granting appearances and time limitations, if any, will be decided by the full Board, or by the Chairman and Superintendent.

Petitioners will be notified in writing or by telephone of approval or disapproval of their requests.

_______________________________________________    _______________________
Signature of Person Making Request                                                             Date

***************FOR USE BY OFFICE OF SUPERINTENDENT***************
Received at Central Office
By: _____________________________________ Date: _______________ Time: ___
Appearance Approved:  Signature __________________________________________
Date of Appearance: _____________________   Time Allocated: _________________