

Request to Place an Item on the Agenda

Name: _____

Address: _____

Telephone number: _____

School (if applicable): _____

Group represented: _____

Check if request was submitted to: Superintendent Board Chairperson

Conferred with following administrators (names): _____

Rationale for Request: _____

Specific Action Requested/Funding Source: _____

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 prior to the Board meeting as specified in Board Policy 01.45. Items that place a financial obligation on the District must be submitted to the Finance Officer for approval first before being submitted to the Superintendent. All other items submitted shall require prior approval of the Superintendent.

Requestor's Signature

Date

Finance Officer's Signature

Date

Superintendent/designee's Signature

Date

Review/Revised:7/8/2021