

## REQUEST TO APPEAR BEFORE THE BOARD

### NOTICE

**Due to their sensitive nature, comments or complaints about personnel or individual students will only be heard in executive session.**

Any complaint about the District, including instruction, discipline, District personnel policy, procedure or curriculum, should be referred through proper administrative channels before it is presented to the board for consideration and action. All complaints should be resolved through proper channels in the following order:

1. Teacher or Staff
2. Principal or Supervisor
3. Director or Administrator
4. Superintendent
5. Board of Trustees

If these channels have been exhausted, this form should be filled out and handed to the board chairman, superintendent, or secretary prior to the beginning of the meeting.

The Board of Trustees follows a written agenda, a copy of which is available to assist you in participating in the meeting.

If you have indicated on this form your desire to speak, at the appropriate time, the chairman will announce your name.

You will have the floor a maximum of **two minutes**.

The Board of Trustees encourages input from the public. If you want the Board to receive more information than time permits, please reduce your concerns to written form and send them to the Board Secretary. Written Comments must include name, address and telephone number.

# REQUEST TO APPEAR BEFORE THE BOARD

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

REPRESENTING \_\_\_\_\_

\_\_\_\_\_

Brief Description of Reason to Appear Before the Board \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_