

INDEPENDENT SCHOOL DISTRICT 196  
Rosemount-Apple Valley-Eagan Public Schools  
*Educating our students to reach their full potential*

Series Number 406.1P Adopted September 2013 Revised \_\_\_\_\_

Title Staff Recognition

1. **School/Department Recognition** – Employee recognition at the school and department level must be approved by the superintendent or designee.

Employee receiving recognition \_\_\_\_\_

Type of recognition \_\_\_\_\_

Estimated cost of recognition \_\_\_\_\_

School/department \_\_\_\_\_

2. **Forward document to appropriate director for approval:**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_

3. **If approved**, director maintains in file

**If denied**, director returns document to school/department