



**REQUEST TO ADDRESS  
THE BOARD OF EDUCATION**

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

**Home Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Check your designation:**

- Parent/Guardian       Employee       Citizen/Community Member  
 Vendor       Other (specify) \_\_\_\_\_

**Topic:**  Issue of Concern\*    Share Information    Business    Appeal a Decision\*    Other (specify below)

**Overview of Topic** (attach any relevant documentation): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*Previous efforts to resolve issue (if applicable):**

Conference with Classroom Teacher(s):  Yes    No

Meeting Results: \_\_\_\_\_

Conference with School Administration (Principal/Assistant Principal):  Yes    No

Meeting Results: \_\_\_\_\_

Conference with District Administration (appropriate to area of concern):  Yes    No

Meeting Results: \_\_\_\_\_

Conference with the Director of Schools:  Yes    No

Meeting Results: \_\_\_\_\_

**If placed on the meeting agenda to address the Board, I agree to adhere to the procedures set forth in the *Guidelines to Address the Board of Education*.**

\_\_\_\_\_  
**Requestor Signature**

\_\_\_\_\_  
**Date of Request**

-----  
*BOE use only*

*Date Received by BOE:* \_\_\_\_\_

*Received by:* \_\_\_\_\_