HOUSTON COUNTY SCHOOL DISTRICT
Building Excellence & Success Together

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 following administrative procedure (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**

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BOE use only

Date Received by BOE: _____

Received by: _____

Rev. 06/2023